

**Job announcement**  
**Project Officer**  
**for the URBACT IV programme**

The Joint Secretariat of the URBACT IV programme is looking for a **Project Officer** to contribute to the implementation of the networking projects and enhance cooperation with cities taking part in the URBACT programme.

## 1. About the URBACT IV programme

Since 2002, the European Territorial Cooperation programme URBACT, has been driving change all over Europe by enabling the cooperation and idea exchange amongst cities within thematic networks, by building the skills of local stakeholders in the design and implementation of integrated and participatory policies, and by sharing knowledge and good city practices.

URBACT is currently in its 4th programming period (URBACT IV 2021-2027) and is co-financed by the European Regional Development Fund (ERDF) with a budget of EUR 79 769 000 and by the Instrument for Pre-Accession Assistance with a budget of EUR 5 000 000. More information about the programme is available on [www.urbact.eu](http://www.urbact.eu)

URBACT main beneficiaries are cities (municipalities, metropolitan authorities, agglomerations) from European Union, the partner states (Swiss, Norway) and from countries benefitting from the Instrument for Pre-Accession like Albania, Bosnia-Herzegovina, Montenegro, North Macedonia, and Serbia.

URBACT IV offers to cities:

**Networks:** an URBACT network is a safe space for a group of cities from different countries that face similar challenges to share experiences and to develop long-term solutions, within a tailored methodological framework that can last up to three years.

**Capacity-building:** URBACT is widely recognised for building the skills of city staff and stakeholders in designing and implementing integrated policies in a participatory way. Capacity-building activities include trainings and workshops: the **URBACT Universities**, the National Campus, but also online interactive sessions that showcase practical tools to be used in a collaborative way. You can find out more about URBACT's capacity-building offer at [urbact.eu/capacity-building](http://urbact.eu/capacity-building)

**Communication and Knowledge dissemination:** URBACT promotes the latest thinking, good practices and policy recommendations on European urban trends.

The experience and case studies come from the URBACT Networks, lighthouse cities and strategic partnerships. URBACT's insights are gathered in the Knowledge Hub ([urbact.eu/knowledge-hub](http://urbact.eu/knowledge-hub)) and are shared through URBACT landmark large-scale event since 2015, the [URBACT City Festival](http://urbact.eu/city-festival).

## 2. URBACT's governance structure

The **European Commission** (Directorate General for Regional and Urban Policy) oversees URBACT and guarantees that activities continue to play a key role in the EU Cohesion Policy.

The **Monitoring Committee**, which is represented by the EU Member and Partner States, the European Commission, IPA Countries, the European Committee of the Regions and the Council of European Municipalities and Regions, defines the strategic direction of the URBACT programme and takes decisions about activities to be implemented.

The **Managing Authority**, hosted by the French National Agency for Territorial Cohesion (Agence Nationale de la Cohésion des Territoires-ANCT) based in Paris (FR), is in charge of the management of the URBACT programme. ANCT is a national public administration responsible with the implementation of the national city policy (*politique de la ville*) aiming to reduce development gaps within cities.

The **URBACT Joint Secretariat**, based in Paris (FR), implements the decisions taken by the Monitoring Committee. The Secretariat designs and delivers activities related to the objectives of the URBACT Programme. The members of the Secretariat are contracted by Agence Nationale de la Cohésion des Territoires (URBACT's Managing Authority).

## 3. The URBACT Secretariat

The URBACT Secretariat is composed of 18 people and is administratively attached to the National Agency for Territorial Cohesion, the URBACT Programme Managing Authority.

The role of the URBACT Secretariat is to implement and manage the Programme on behalf of the Managing Authority (ANCT), the European Commission and the participating States (27 EU Member States, Switzerland, Norway and IPA countries).

To this end, the Secretariat creates and supports city networks, hires experts, organises and facilitates training and exchange sessions, implements the knowledge and communication strategy and manages the programme's budget.

## 4. Role of the Project Officer

### General Responsibilities

The Project Officer shall:

- Report to the Head of Unit Networks and Capacity Building;
- Assist projects' owners and monitor the progress of their activities;
- Support and contribute to the implementation of capacity building and capitalisation activities;
- Contribute to activities related to beneficiaries from partner countries benefitting from the Instrument for Pre-Accession.

### Tasks

#### Programme implementation

- Prepare, implement and follow up decisions of the URBACT Monitoring Committee;

- Contribute to the monitoring of the Programme indicators (in particular output indicators at programme level, performance review information, etc) in collaboration with the other Joint Secretariat staff
- Report indicators at Programme level through the informatics system SYNERGIE-CTE;
- Prepare information for the annual implementation reports in accordance with European Commission requirements;
- Collect interesting data to be included in the annual implementation report to the European Commission and in other possible publications (geographical data, city profiles, beneficiary data, programme level statistics linked to indicators etc);
- Contribution to the Programme Monitoring Committee's on all issues related to Networks and Capacity-Building.

### **Project implementation**

- Design programme and project documents (application forms, guidance, progress reports, certificate of expenditure, subsidy contracts etc) in collaboration with other Joint Secretariat Staff;
- Manage the application process in collaboration with other Joint Secretariat staff;
- Assist beneficiaries in the development of their projects, particularly on administrative and project management matters (through specific guidelines, meetings, seminars, etc), expertise, production of deliverables;
- Ensure a sound reporting of information by beneficiaries through the informatic system SYNERGIE-CTE.

### **Project Assessment**

- To contribute to the work undertaken within the Joint Secretariat to develop a transparent assessment procedure;
- Undertake the eligibility check of project proposals;
- Support the external assessment procedure;
- Contribute to the preparation of the report to the Monitoring Committee and other programme level groups on the call for proposals.

### **Project Monitoring**

- Prepare the contractual and administrative documents for approved projects (subsidy contracts, joint convention, first level control approvals and audit trails);
- Assist approved projects on all aspects of their project related to management, expertise support as well as delivery of outputs (training on project management, audit and control, eligibility rules, use of SYNERGIE-CTE etc);
- Monitor and review progress reports submitted by the projects in collaboration with other Joint Secretariat staff;
- Monitor and review payment claims (checking eligibility of costs, reviewing certificates of expenditure, monitoring budget categories);
- Validate to proceed with payment;

- Analyse and follow-up project's request for changes via reprogramming (budget and content modifications) in collaboration with other Joint Secretariat staff;
- Participate in project' Steering Committee meetings and transnational meetings and conferences;
- Provide inputs for programme level events dedicated to projects;
- Maintain suitable audit trail for all projects;
- Prepare the information to report to the Monitoring Committee in collaboration with other JS staff;
- Manage the closure procedure for projects at the end of their implementation (final review of activity, outputs, financial reporting) in collaboration with other JS staff;
- Monitor and assist projects selected for operation audit (including anti-fraud checks);
- Fulfil other competence-related duties assigned by the Director/Head of Unit as resulting from the mission and needs of the URBACT programme.

## 5. Required Profile

### Education

A higher university degree in a relevant field.

### Professional experience:

At least 3 years' experience, in particular in the following fields:

- in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional cooperation;
- in a local / regional/national public authority or any organisation involved in urban-related issues

### Languages:

- High level of proficiency and fluency in English;
- Proficiency in at least one of the other European languages.

### Know-how and tools:

- Excellent computer literacy;
- Ability work with various Information Systems.

### Interpersonal skills:

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills
- Flexible approach to work;
- Willing to travel in Europe.

### Other important skills:

- Accuracy and assertiveness

- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities

## 6. Additional information

### Confidentiality

Candidates are reminded that the selection process is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

### Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### Salary and benefits

The proposed hiring salary will be based on successful candidate's experience.

Benefits include discount prices at ANCT canteen, complementary health insurance, reimbursement of public transport pass for Île-de-France and/or soft mobility.

### Employer

URBACT staff are employed by the French Agency for the Cohesion of Territories (Agence Nationale de la Cohésion des Territoires). The contract will be a public contract under French law.

### Working place

The URBACT Secretariat's offices are located at the following address:  
Agence Nationale de la Cohésion des Territoires  
20, Avenue de Ségur  
75007 Paris

Under current rules teleworking is allowed for a maximum of 3 days/week.

### Contract starting date and duration

Working at the URBACT Joint Secretariat should start as soon as possible. The contract is of undetermined duration. The trial period duration is four months.

### Submission of Applications

Interested candidates are invited to send their **applications in English, including a Curriculum Vitae (Europass format), and a cover letter** outlining their relevant experience and what motivates them for the job.

Supporting documents such as diplomas or references might be requested on demand.

Shortlisted candidates will be invited to conduct an exercise followed by an interview, preferably in Paris.

Applications should be sent by email to:

- Clémentine Gravier, Head of Unit Networks & Capacity-Building: [c.gravier@urbact.eu](mailto:c.gravier@urbact.eu)

- Teofil Gherca, Director of URBACT programme, at [t.gherca@urbact.eu](mailto:t.gherca@urbact.eu)
- and [recrutement.anct@anct.gouv.fr](mailto:recrutement.anct@anct.gouv.fr) .

### **Deadline for application and recruitment procedure**

Applications must be submitted before **8 April 2024**.

Face-to-face and/or remote interviews may be arranged with a small number of pre-selected candidates. Interview dates will be communicated to the relevant applicants at a later stage.

Expected starting date: May 2024