

ASTON SECRETARIAT IS LOOKING FOR ITS CITIES PROJECT OFFICER

18 MONTHS FIXED-TERM CONTRACT

A / WHO ARE WE ?

ASToN is a network of 11 cities across Africa using digital tools to overcome local and global challenges.

Through a 2 and a half years programme of peer exchange and learning, engaging local stakeholders and experimentation, ASToN cities are making progress towards becoming sustainable and inclusive places to live and work. Our hope is that by creating a cohort of cities and collaborating in this way, ASToN cities can become leading digital actors, faster, and in a way that's appropriate and sustainable for each own's local context.

Launched in September 2019, the project is structured in 3 phases: Explore, Engage, Experiment. We have kicked-off the Engage phase in July 2020. The outcomes of the Explore phase and about the project in general can be read in our [baseline study](#).

This flagship project is financed by the [French Development Agency](#) (AFD), managed by the [French National Urban Renovation Agency](#) (ANRU) and uses [URBACT](#) knowledge and tools.

B / ABOUT THE FRENCH NATIONAL AGENCY FOR URBAN RENEWAL (ANRU)

ANRU, a national agency with approximately 110 employees, oversees the implementation of the national urban renewal programmes (PNRU, the National Urban Regeneration Programme, PNRQAD, the National Programme for the Rehabilitation of Derelict Districts and NPNRU, the New National Programme for Urban Renewal): Furthermore, acting in the name and on behalf of the State, ANRU is in charge of the implementation of future investment programmes and actions (state-funded Boarding School of Excellence and Success / Development of scientific, technical and industrial culture / Innovative Projects for the Youth / Sustainable and Inclusive City, environmental excellence of the urban renewal).

ANRU manages both the URBACT European Programme and ASToN Secretariat.

C / ABOUT THE FRENCH DEVELOPMENT AGENCY (AFD) AND ASTON TEAM

The French Development Agency (AFD) is engaged in digital technologies for development, specifically with the publication of the guide entitled *Ville intelligente et autorité locale : conduire sa transition numérique* (Smart City and Local Authority: Conducting its Digital Transition (<http://smartcity-guide.afd.fr/>)).

This is why AFD committed to funding the creation of a network of African cities around smart city issues, ASToN. AFD hopes that the creation and development of this network may be carried out following the method established by URBACT in Europe. This is why it has turned to ANRU for the implementation of this project.

The management, piloting and coordination of ASToN are entrusted to a small team, constituted within ANRU and supported by the URBACT Secretariat in terms of methodological resources. This Project team is made of a Head of Unit (member of the URBACT team and 20% of FTP dedicated to this project), of a Project Coordinator (h/f) (1 FTP) and of an Administrative and Financial Assistant (h/f) (1/2 FTP).

The present call for candidates aims to complete the team with a junior officer in charge with the follow-up of ASToN cities activities and results. On the side, she or he can be also called to also contribute to other activities of the Secretariat and of the network.

The mission will take place over 18 months ideally starting from 1st September 2020.

D / ASTON CITIES AND THEIR LOCAL ACTIVITIES

Following a selection process based on an open call, 11 cities are now part of the ASToN network: Bamako (Mali), Benguerir (Morocco), Bizerte (Tunisia), Kampala (Uganda), Kigali (Rwanda), Kumasi (Ghana), Lagos (Nigeria), Maputo-Matola (Mozambique), Niamey (Niger), Nouakchott (Mauritania) and Seme-Podji (Benin). Within each local administration, a dedicated team, led by a project coordinator, is in charge of ASToN activities.

Using [the URBACT method](#) and adapting it to the African context, our project aims to reinforce the capacities of local authorities to design and lead digital transformation processes. By following a common calendar and milestones, each city is called to draft a local action plan with regards to the topic chosen during the Explore phase. Parts of the plan will be tested during the Exploration phase of the project. Besides the local coordination team, each city has created a local action group that works together with the local authority to define the challenge, set objectives and draft the local action plan. We believe that by tapping into the local resources and creativity each city can develop solutions that are relevant for the local context and resilient in time.

More about each city, their topics of choice and the general working methodology can be read in [the baseline study](#).

E / MISSION OF THE CITIES PROJECT OFFICER

The Cities Project Officer will work under the responsibility of the Network Coordinator and under the overall supervision of the Head of Unit. S/he will be responsible for accompanying the cities part of ASToN network to successfully deliver on their local activities, while being part of the wider network dynamic. S/he will also contribute to drafting the capacity building strategy and its implementation, in relation to the local contexts.

Main tasks

- > Liaise with cities, especially the local group coordinator on local activities and local group progress; provide support and assistance on the challenges they might overcome;
- > Set-up and coordinate an online system to capture and record relevant elements regarding cities progress in the project (activities, challenges, successes)
- > Support the production of capacity building and guidance documents for Engage and Experiment phases regarding local activities
- > Adapt existing URBACT tools (from URBACT toolbox and ASToN capacity building strategy) for ASToN cities needs
- > Map local needs and provide solutions on how to address them (tools trainings, guidance)

- > Review outputs produced by cities (roadmap, action plan, experimentation readiness)
- > Monitor and share good practices and successful results across cities within the network and, when relevant, to an external audience

Other tasks

- > Contribute to the organisation of network activities (on-line or offline) such as all-partner meetings or thematic groups;
- > Contribute to administrative tasks such as participation to half-yearly report of the unit, to evaluation and audit, to financial agreement with cities and cities report assessment, etc.

The Project Officer can be called to contribute to other coordination tasks of the Secretariat.

F / PERSON SPECIFICATIONS

Qualifications & experience

- > A degree in a field relevant to ASToN activities (urban development / political sciences/ international relations/ public administration);
- > First working experience (min 2 years) linked with urban development in an international environment ;
- > Field experience in Africa, working with local/national authorities is considered a plus;
- > Knowledge of international cooperation dynamics and institutions;
- > Knowledge of the issues and challenges related to smart cities' topics especially in African context is considered a plus.

Skills and abilities

- > Excellent communications skills (both oral and written);
- > Capacity to effectively interact with a multiplicity of stakeholders including policy makers, senior civil servants and service providers;
- > Excellent use of English and French, both written and spoken; knowledge of Arabic and/or Portuguese is appreciated;
- > Computer savvy (MS Office, Adobe Pack, Zimbra), basic graphic design skills (Adobe InDesign, Illustrator, Photoshop) are considered a plus;
- > Ability to handle multiple tasks and deadlines, and work well with others in a fast-paced environment. Should be able to organise and prioritise own work with limited supervision;
- > Attention to details;
- > Available for frequent travels in Africa.

G / ADDITIONAL INFORMATION AND APPLICATION PROCEDURE

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 emails referred to below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

An equal opportunities policy is applied in all our recruitments.

Working place

The working place will be Paris (France):

ASToN Project Unit

Agence Nationale de la Cohésion des Territoires

20, avenue de Ségur

75007 Paris

France

Contract duration – Working hours

The contract is a 18-month fixed term contract. This is a full time (35 hours a week) private law contract.

The trial period is one month.

Contract starting date

Ideally from 1st September 2020.

Salary and social benefits

The monthly gross salary will be 2 400 € based on the minimum requested experience. A 10% bonus calculated on the whole gross salary will be received at the end of the contract. Salary can vary depending on the experience of the selected candidate.

Meal vouchers are provided, complementary health insurance.

Submission of Applications

Interested candidates are invited to send their applications in English or French, including their CV and a cover letter outlining their relevant experience, what motivates them for the job and why they are suitable for the position. Please make also reference through which channel you found the job announcement.

Supporting documents such as diplomas or reference might be requested.

Applications must be sent to Thierry PICQUART, Head of ASToN Unit and Simina LAZAR, Network Coordinator at hello@aston-network.org. Please write in the subject of the email: Cites Project Officer Application.

Application closing date and recruitment process

Applications must be sent to the ASToN Unit by **15th August 2020 midnight CET at the latest.**

**ASTON SECRETARIAT RESERVES THE RIGHT TO CLOSE THE RECRUITMENT PROCESS
AHEAD OF THE CLOSING DATE IF A SUITABLE CANDIDATE IS FOUND BEFORE.**

Face to face or online interviews can be organised with short-listed candidates depending on the number and quality of applications. Interview dates will be communicated to the concerned candidates by email.