

URBACT Project and Finance Officer URBACT Secretariat

1. Presentation of the National Agency for Urban Renewal (ANRU)

Public administration of about 110 employees, the National Agency for Urban Renewal (ANRU) supports the implementation of national urban renewal programmes (PNRU, PNRQAD and NPNRU). Furthermore, ANRU is responsible, for and on behalf of the State, for the implementation of future investment programmes and actions (Boarding schools for excellence and success/ Development of scientific, technical and industrial culture/ Innovative youth projects/ Sustainable and inclusive cities, environmental excellence in urban renewal). It is also responsible for the management of the European URBACT programme.

2. The URBACT programme

For 20 years, URBACT has been the European territorial cooperation programme aimed at promoting sustainable and integrated urban development in cities across Europe. It is an instrument of the cohesion policy, co-financed by the European Regional Development Fund, the 27 Member States, Norway and Switzerland.

URBACT's mission is to enable cities to work together and develop integrated solutions to common urban challenges, by creating networks, learning from other cities' experiences, and learning from and identifying good practices to improve urban policies. Following the success of the URBACT I and II programmes, URBACT III (2014-2020) was developed in order to further promote integrated and sustainable urban development and contribute to the implementation of the Europe 2020 strategy. Further information is available at www.urbact.eu

The URBACT III programme is structured around four main objectives:

- **Public policy design:** To improve the design of sustainable urban policies and practices.
- **Implementing public policies:** To improve the implementation of sustainable and integrated urban strategies and action plans in cities.
- **Strengthening the capacity of cities:** Improving the capacity of cities, in order to manage sustainable urban policies and practices in an integrated and participatory manner.
- **Building and sharing knowledge:** Ensuring access to knowledge by stakeholders and decision-makers at all levels, as well as sharing know-how in all aspects of sustainable urban development, with a view to improving urban development policies.

To achieve these objectives, URBACT III has developed **three types of interventions:**

1. **transnational exchange**
2. **capacity building**
3. **capitalisation and dissemination**

URBACT III activities are drawing to a close in 2023, and the launch of the URBACT IV programme (2021-2027) is expected by the end of 2022. This is therefore a period of transition for the programme, managing the administrative closure of one while ensuring the launch of a new set of activities.

3. The Project and Programming Unit

1. Job environment

The URBACT Secretariat is composed of 15-20 people and is divided into 3 units: the Projects and Programming unit, the Knowledge and Communication unit and the Coordination & Administration unit.

The URBACT Secretariat is administratively attached to the National Agency for Urban Renewal (ANRU) by delegation of the National Agency for Territorial Cohesion (ANCT), Programme Managing Authority.

2. Role of the URBACT Secretariat

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 and Norway).

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

3. Project and Programming Unit

This unit has a broad responsibility for programme and network management and implementation. The unit is comprised of 6 staff members (including the Head of Unit) plus an intern. The appointed person will be responsible for monitoring projects funding by the URBACT programme including financial monitoring and review of project deliverables.. In addition the Project & Finance Officer will support the Head of Unit in tasks related to coordination, planning and monitoring of workflows relating to programme and project management.

4. Role of the Project and Finance Officer

A) General Responsibilities

The Officer shall:

- Report to the Head of Unit Projects and Programming
- Ensure successful financial programming and monitoring of URBACT Projects
- Monitor project activities and deliverables
- Contribute to the work on the programme information system SYNERGIE CTE
- Support the Head of Unit with general coordination tasks in the area of programme and project management

B) Work Area 1 – Programme Management

- Prepare, implement and follow up decisions of the URBACT III Monitoring Committee;
- Monitor the Programme indicators (in particular output indicators at programme level, performance review information, etc) in collaboration with the other JS staff

- 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 EC and in other possible publications (geographical data, city profiles, beneficiary data, programme level statistics linked to indicators etc)

C) Work Area 2 – Project Development and Assessment

- Ensure the SYNERGIE – CTE monitoring system is in line with the programme needs in collaboration with the Audit and Programming Officer
- Contribute to the design of programme and project documents (application forms, progress reports, certificate of expenditure, subsidy contracts etc) in collaboration with other JS staff
- Manage the application process in collaboration with other JS staff
- Assist beneficiaries in the development of their projects, particularly on administrative and project management matters (through specific guidelines, meetings, seminars, etc);
- Ensure a sound reporting of information by beneficiaries through the informatics system SYNERGIE-CTE
- Contribute to the work undertaken within the JS to develop a transparent assessment procedure
- With other JS staff, undertake the eligibility check of project proposals.
- Contribute to the preparation of the report to the Monitoring Committee and other programme level groups on the call for proposals specifically in relation to the assessment.

D) Work Area 3 – Project Implementation

- 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 administrative aspects of their project (training on project management, audit and control, eligibility rules, budget flexibility rules, budget spending, use of SYNERGIE-CTE etc.)
- Ensure that projects remain on track, meet deadlines, stay within the allowed budget and develop according to work plan
- Maintain suitable project files for all projects (collect and archive all necessary materials)
- Assist approved projects through day-to-day contacts with lead beneficiaries and other relevant stakeholders when required
- Participate in project' Steering Committee meetings and transnational conferences (when required) in particular focusing on issues linked to project management
- Provide inputs for programme level events dedicated to projects when required

E) Work Area 4 – Project Monitoring

- Monitor and update the projects' and project partners' contact lists
- Monitor and review progress reports submitted by the projects in collaboration with other JS staff
- Monitor and review payment claims (checking eligibility of costs, reviewing certificates of expenditure, monitoring budget categories)
- Authorise the certifying authority to proceed with payment
- Analyse and follow-up project's request for changes via reprogramming (budget and content modifications) in collaboration with other JS staff
- Contribute to the design of monitoring tools useful for the JS staff and beneficiaries

- 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
- Work with the Audit and Programming Officer to assist projects selected for operation audit (including anti-fraud checks) if needed
- Work with the Audit and Programming Officer to prepare Managing Authority Quality Checks on projects annually and ensure the follow-up if needed

F) Work Area 5 – Support to Head of Unit

The Project and Finance Officer shall work as part of the Project and Programming Unit to support the Head of Unit with a variety of tasks linked to the coordination of the programme. These tasks include contributing to the planning of workflows, contributing to the drafting of guidelines and monitoring progress towards programme goals in the field of programme management.

G) Work Area 6 – URBACT IV

All the above tasks will continue once the URBACT IV programme is approved and operational. The main imminent tasks linked to URBACT IV are summarised below:

- Prepare the URBACT IV Programme Manual
- Prepare the first Call for Action Planning Networks (application form, SYNERGIE CTE information system, set up project assessment and eligibility rules, prepare guidance, present information about the call for proposals etc)
- Advise the Member and Partner States on the identification of first level control bodies and setting up their first level control system; gathering the first level control system descriptions (and their updates)
- Advise the Member and Partner States on the identification of second level control bodies to set up the systems on national level, ensure up to date records are kept of this information
- Support the work linked to setting up the new accounting function for URBACT IV

MANAGEMENT OF SENSITIVE POSTS

For this position, the following risk has been identified:

- Continuity of the service in case of extended absence from work of the appointed person. In such cases, the tasks of the Project & Finance Officer would be directly handled by the Head of Unit Project and Programming supported by other team members until the return of the job holder or his/her replacement.

5. Required Skills

Knowledge and skills:

- Fluency in English and good level in French, other EU languages appreciated
- Knowledge of European Affairs and the Structural Funds preferably through practical experience
- Experience in working with cities is desirable;

Know-how and tools:

- Excellent writing and editing skills
- Advanced excel skills
- Knowledge of EU law, institutions and policies, in particular the general and European Regional Development Fund (ERDF) Regulations, European Territorial Cooperation (ETC) Regulations, State aid Regulations, European Commission's Delegated Acts and Implementing Acts

Interpersonal skills:

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills
- Accuracy and assertiveness
- Capacity to effectively interact with a multiplicity of stakeholders including policy makers, senior civil servants and service providers;
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities
- 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;
- Willing to travel in Europe

6. Profile (professional experience and typology of initial training required)

Initial training:

- A degree in a relevant field

Professional experience:

- At least 2 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 public authority or any organisation involved in project and financial management
- Experience in dealing with Local, National and/or European Administrations would be appreciated

7. Further information

Place of work

URBACT Secretariat
Agence Nationale pour la Cohésion des Territoires
20, avenue de Ségur
75007 Paris

Contract - Working time

The proposed private employment contract is for a permanent position with the National Urban Renewal Agency (ANRU). This is a full-time job in the frame of a yearly working time package agreement (215 days per year),

Start date

As soon as possible.

Salary and benefits

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

Meal vouchers, complementary health insurance, employer participation in Universal Service Employment Cheque (CESU), 50% of Navigo Card (Ile-de-France public transport) or soft mobility.

Applications

Interested applicants are invited to send their applications in English in the form of a Europass CV and a cover letter outlining their relevant experience for the post, their motivation and their strengths that will enable them to carry out the proposed assignment. Supporting documents such as diplomas or references may be requested later.

Applicants are invited to send their application by e-mail to Adele BUCELLA, Head of Unit Projects and Programming a.bucella@urbact.eu and Thierry PICQUART, Head of Unit - Administration & Coordination t.picquart@urbact.eu

Deadline for application and recruitment procedure

Applications must be submitted before **26th August 2022 at midnight CET**.

The URBACT Secretariat reserves the right to close the recruitment procedure before this date, depending on the applications received.

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.

N.B. The launch of the new URBACT IV programme may lead to a revised organisational structure of the URBACT Secretariat which could impact on some of the tasks described and/or to a change of the unit to which the post is attached.