



URBACT is a European Territorial Cooperation programme co-financed by the European Regional Development Fund. The daily implementation of the URBACT programme is carried out by its Joint Secretariat.

The Joint Secretariat (JS) of the URBACT III programme is recruiting a **Project Monitoring Officer**. This is a new temporary (18 month) position within the Project and Programming unit. This unit has a broad responsibility for programme and network management and implementation.

The Project Monitoring Officer will work under the responsibility of the Head of Unit for Projects and Programming. S/he will be responsible for the monitoring and follow up of project and expertise activities.

We are looking for a strong team player with good organisational skills to fulfil this role.

A/ Main tasks

1. **Project Monitoring - (all these tasks will be fulfilled to support the Project and Finance Officers in the team)**
 - 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
 - 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)
 - Ensure a sound reporting of information by beneficiaries through the information system SYNERGIE-CTE, in collaboration with other JS staff

2. Expertise Monitoring - (all these tasks will be fulfilled to support the Networking Officer in the team)

- Contribute to the review and validation of expertise request forms submitted by networks for Lead Experts and Ad-Hoc experts
- Contribute to the review and validation of activity reports, deliverables and invoices submitted by appointed URBACT experts (including consistent archiving of all activity report files)
- Contribute to the review and identification of interesting content submitted by URBACT experts for further use in programme's capacity building and capitalisation activities.
- Contribute to the monitoring of the use of expertise resources by URBACT Networks through statistical analysis and reports
- Contribute to the organisation and delivery of training activities for appointed URBACT Experts
- Support and advise applicants related to the call for URBACT pool of validated experts in collaboration with other JS staff
- Update expert profiles on the URBACT website database in collaboration with other JS staff

3. Other tasks:

- 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);
- Provide inputs for programme level events dedicated to projects when required.

The Project Monitoring Officer can be called to participate to other team activities, if needed, depending of the general planning of activities.

B/ PERSON SPECIFICATION

Qualifications & experience

- A degree in a field relevant to URBACT activities (urban policies, sociology, political science, transnational cooperation, etc.);
- Experience in project management and/or monitoring activities in an international environment is desirable;
- Knowledge of EU regulations and institutions is desirable.

Skills and abilities

- Excellent organisational, analytical and interpersonal skills;
- Fluency in English (both written and spoken) and proficiency in French; other EU languages appreciated;
- Computer savvy with advanced knowledge of Excel;
- Capacity to effectively interact with a multiplicity of stakeholders including policy makers, senior civil servants and service providers;
- Ability to handle multiple tasks and deadlines, and work well with others in a fast-paced environment;
- Ability to organise and prioritise own work with limited supervision;
- Attention to detail and an ability to learn quickly;

C/ 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

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

Salary

The position is foreseen on a full-time basis. The contract will be under French law. The salary shall be fixed according to the professional experience of the candidate starting from Euros 2 500 gross per month. Social benefits: meal vouchers, complementary health insurance, contribution to local public transport and other social benefits.

Working place

The working place will be Paris (France):

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

Contract starting date and duration

Working at the Joint Secretariat should start in January 2021. The contract is a full-time 18-month temporary contract. The trial period is two months.

Submission of Applications

Interested candidates are invited to send their applications in English, including a Curriculum Vita in Europass format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>), and a cover letter outlining their relevant experience, what motivates them for the job and why they are suitable for the position.

Supporting documents such as diplomas or reference might be requested.

Applications should be sent by email to Adele Bucella, Projects and Programming Head of Unit a.bucella@urbact.eu and Thierry Picquart, Head of Unit – Administration and Coordination t.picquart@urbact.eu

Applications closing date and recruitment process

- o Closing date for applications: **1st November 2020 midnight (CET)**
- o Depending on the number and quality of applications, online or face to face interviews will be organised with short-listed candidates in **November 2020**.

About the programme

For 15 years, URBACT has been the European Territorial Cooperation programme aiming to foster sustainable integrated urban development in cities across Europe. It is an instrument of the Cohesion Policy, co-financed by the European Regional Development Fund, the 28 Member States, Norway & Switzerland.

URBACT's mission is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another's experiences, drawing lessons and identifying good practices to improve urban policies. Following the success of the URBACT I and II programmes, URBACT III (2014-2020) has been developed to continue to promote sustainable integrated urban development and contribute to the delivery of the Europe 2020 strategy.

The URBACT III programme is organised around four main objectives:

- **Policy Design:** To improve the design of sustainable urban policies and practices in cities.
- **Policy Implementation:** To improve the implementation of integrated and sustainable urban strategies and actions in cities.
- **Capacity for Policy Delivery:** To improve the capacity of cities to manage sustainable urban policies and practices in an integrated and participative way.
- **Building and Sharing Knowledge:** To ensure that practitioners and decision makers at all levels have access to knowledge and share know-how on all aspects of sustainable urban development in order to improve urban development policies.

To reach these objectives, three main pillars of activity have been designed:

1. Transnational exchange and networking
2. Capacity building
3. Knowledge capitalisation and communication

More information is available at www.urbact.eu

About ANRU - Agence nationale pour la rénovation urbaine

State-owned public and industrial organisation of about 110 people, ANRU supports the implementation of national urban renewal programmes (PNRU) and the national programme for the redevelopment of deprived areas (PNRQAD). In addition, the ANRU is responsible, in the name of and accountable to the French State, for the implementation of the programmes and actions of investments in the future (Internships of excellence and success / Development of the scientific, technical and industrial culture / Innovative projects for youth / Sustainable and inclusive city, environmental excellence of urban renewal). It is also in charge of managing the URBACT programme.