



## **URBAN INNOVATIVE ACTIONS PERMAMENT SECRETARIAT RECRUITMENT**

Call for a long-term contract

### **PROJECT COORDINATOR**

In the Urban Innovative Actions Permanent Secretariat in Lille  
(France)

## **JOB DESCRIPTION : PROJECT COORDINATOR**

Reporting to: Director of the Initiative

### **1. General tasks**

- Coordination of the Project Officers and trainees: allocation of tasks, planning and day-to-day guidance of the work carried out etc.
- Participation with the Initiative Director and the Finance Coordinator in the general management of the Permanent Secretariat and UIA Initiative
- Aggregation of inputs from communication and finance

### **2. Initiative Implementation**

- Coordination of the Strategic Initiatives including supporting the definition and implementation of knowledge management activities in liaison with the Knowledge Management and Communications Unit and in line with the UIA Knowledge Management Strategy and work plan
- Strategic analysis of progressive Initiative implementation (content)
- Co-ordination, organisation and input of different meetings (content)
- Coordination and input of contents into the Annual Work Programme and the Annual Report to the European Commission as well as UIA Steering Committees
- Contribute to the update and dissemination of UIA, Urban and EU regional policy developments
- Overall guidance and input on individual operations such as taskforces / working groups
- Input into Initiative evaluations (contents)
- Coordination with other programmes and organisations (e.g. Interreg Europe, URBACT, ESPON, JRC, Eurocities and CEMR...)

### **3. Project Development**

- Organisation of the project development process including project idea generation and calls for proposals
- Co-ordination and supervision of the assistance given to individual applicants in the development of their project on administrative, management and content matters etc. (via guidelines, meetings, seminars, etc...)
- Advice on overall balance of projects - geographical, type of projects, type of partners, feasibility and any necessary adjustments
- Participation in relevant support events and promotional activities

### **4. Project Assessment**

- Coordination and participation in the project assessment procedure: review of all project applications received, discussion with the assessors of each project's merits, coherent ranking list etc.
- Making the overall assessment (communication, finance and content) for the Entrusted Entity and European Commission

- Coordination and organisation of the experts panel, and participation in the assessment of eligible applications with experts

## **5. Project Implementation and Closure**

- Advise and issue guidance to Project Officers with a view to harmonising the standards applied to projects
- Organisation of the project implementation and reporting process (processing and reviewing of activity and final reports); application of the formal procedure with the required tools
- Analysis of project modifications: budget , partner, time and content
- Continuous monitoring of smooth project implementation: advice on solutions to practical problems etc.
- Participation in meetings with problematic projects
- Organisation of the inputs for tailored events
- Organisation, coordination and review of the recruitment and outputs of UIA project experts

## **6. Initiative Promotion**

- Contribution to the publicity, communication and dissemination of the Initiative in a strategic way at all stages of the Initiative lifecycle
- Participation in public events

## **7. Basic Requirements**

- Masters degree or equivalent professional qualification in a relevant field with minimum 5 to 10 years demonstrated experience in management and follow-up of complex EU-funded urban/territorial projects (including physical investments and multi-stakeholder local partnerships) as well as the collation, analysis and capitalization of their results;
- Knowledge of EU institutions and policies, in particular Cohesion Policy;
- Knowledge of the European Structural Funds Regulations;
- Knowledge of urban trends and the urban dimension of EU policies;
- Excellent coordination and leadership skills with a proven track record of managing and coordinating teams/resources;
- Good team player;
- Ability to translate strategies into actions;
- Good communication and drafting skills;
- Computer literate;
- High level of proficiency and fluency in English with French as an asset;
- Flexible approach to work; prepared to travel and work irregular hours.

## GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Permanent Secretariat by **Tuesday 8 June 2021** at 12 noon CET. We will not consider any application sent beyond that deadline.
- A cover letter should be emailed along with your CV to the following email address only: [recruitment@uia-initiative.eu](mailto:recruitment@uia-initiative.eu). Those documents should be in English and/or French. Please indicate in the subject line of your email the job position you are applying for.
- An individual email will be sent to all short-listed candidates. Candidates will be expected to confirm their participation to interviews by email return. Due to the large amount of applications expected, if candidates have not heard anything by **Friday 25 June 2021**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.
- Interviews will either take place by video conference or in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France, and are foreseen on the week commencing **Monday 28 June 2021**. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

### Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to: [recruitment@uia-initiative.eu](mailto:recruitment@uia-initiative.eu)

### Equal opportunities

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

### Terms and conditions of employment

- The working place is located at the office based in Lille, France
- The position is based on a **contract under French law**.
- Contract will be made between the individual and the GECOTTI-PE (employer), on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the Initiative.
- The corresponding assignment is based on long-term contract and is expected to start **as soon as possible**.
- The jobholder will be offered a gross monthly salary starting from **€ 5040** (around € 3892 net before income tax).

## THE URBAN INNOVATIVE ACTIONS PROGRAMME

### 1. Background

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2014-2020 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area. The Urban Innovative Actions Initiative has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe.

### 2. The UIA Initiative

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects will be selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution will be up to € 5 million per project and 80% of the project budget. The maximum project duration shall be 3 to 4 years with call topics defined by the European Commission for each call.

Projects will be selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level.

## THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the UIA Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities.

The tasks are set out in the Delegation Agreement between the Région Hauts-de-France and the European Commission and comprise:

- To prepare guidance for applicants and beneficiaries
- To prepare an annual work programme
- To organise calls
- To set up an expert panel
- To select actions
- To sign with the beneficiary a grant agreement
- To examine the reports submitted by the beneficiaries and execute payments to the beneficiaries
- To monitor individual actions
- To organise communication activities
- To disseminate results
- To set up and ensure the functioning of an effective and efficient internal control system
- To ensure the individual actions are audited
- To report to the European Commission on implementation