



PERMAMENT SECRETARIAT RECRUITMENT

Call for a long-term contract

CAPACITY BUILDING COORDINATOR

In Lille (France)

Reporting to: Director of the Initiative

1. General tasks

- Coordination of positions within the Unit (e.g. allocation of tasks, planning, training and day-to-day guidance etc.)
- Participation with the Initiative Director and other Unit Coordinators in the general management of the Permanent Secretariat

2. Initiative Implementation

- Strategic analysis of progressive Initiative implementation (capacity building)
- Coordination of capacity building inputs into the Annual Work Programme and the Annual Report to the European Commission as well as governance meetings
- Coordination of the development, implementation and updating of the Initiative (meetings, working groups; studies, data collation and analysis, conceptualisation etc.) on all issues related to capacity building and also in view of ensuring a coherent value-chain with other Initiative activities and with the urban contact point network
- Coordination and participation in the elaboration and improvement of methodologies, process, tools and templates
- Contribution to the development and implementation of a technical ‘coordination mechanism’ with the Urbact programme to ensure joint working and synergies in the relevant respective capacity building activities.
- Coordination and exchange with other programmes, organisations and networks (e.g. Interreg Europe, JRC, Eurocities and CEMR...)
- Coordination, preparation and follow-up of public calls for tenders in support of Capacity building activities
- Monitor work progress, expenses and supplies
- Input into Initiative evaluations
- 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

3. Peer learning

- Review and analyse existing peer learning tools/modules to inform peer learning practices that can be adopted and/or further developed
- Design and implement tools/modules for peer learning activities and corresponding methodologies and procedural set-up:
 - I. City2city exchanges (‘visits to a city’ and ‘visits from a city’)
 - II. Peer reviews (country specific, country clusters)
- Support benchmarking schemes to enable cities to evaluate their own processes/metrics in relation to best-practice

4. Urban Development Network-type of capacity building

- Prepare the concept and coordinate the delivery of UDN-type capacity building activities ([The Urban Development Network - Regional Policy - European Commission \(europa.eu\)](#))
- Develop and coordinate a 'space for exchange' on sustainable urban development with all the relevant stakeholders with a view of creating in the longer term a 'capacity building community' and organise events that are either country specific, cluster of Member States or EU-wide;
- Provide support and access to knowledge and know-how on sustainable urban development in the preparation of material, e.g. handbooks, toolkits, online courses/webinars, videos, social media products, etc. aimed at building the capacities of cities as well as benchmarking good practices.
- Showcase synergies between Cohesion policy, UIA/EUI-Innovative Actions, URBACT and the UAEU.

5. Additional tasks

- Other additional tasks of relevance to the position if required

Basic Requirements

- Master's degree or equivalent professional qualification in a relevant field with minimum 5 to 10 years demonstrated experience in relation to the job;
- 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 with capacity to work in a multi-cultural / international and multilingual environment;
- Ability to translate strategies into actions;
- Excellent communication, facilitation 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 **Thursday 31 March 2022** 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. Those documents should be in English and/or

French. **Please indicate in the subject line of your email the job position for which you are applying.**

- 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 29 April 2022**, 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 2 May 2022**. 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

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 **€ 5057** (around € 3906 net after income tax).

THE INITIATIVE

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 and draw lessons and share the knowledge captured from the experiments with other urban authorities across Europe. For the period 2021-2027, the urban dimension of Cohesion policy has been strengthened. The new Policy Objective 'a Europe closer to Citizens' has been introduced to the main policy framework as an enhanced commitment to integrated territorial development and includes a specific objective to foster sustainable urban development. The Pact of Amsterdam, signed in 2016, launched the Urban Agenda for the EU in the frame of intergovernmental cooperation on urban matters. The New Leipzig Charter adopted in November 2020 puts forward a revised

vision for sustainable urban development in Europe. In this context the Cohesion policy legislative package for 2021-2027 includes the establishment of a European Urban Initiative (EUI).

2. The UIA & EUI Initiatives

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects were selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution is up to € 5 million per project and 80% of the project budget. In general, the project duration is 3 years, with call topics defined by the European Commission for each call. Projects were selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level. A Knowledge Management Strategy is delivering thematic capitalisation, operational knowledge – capacity building and transfer activities.

For the period 2021-2027, a new European Urban Initiative (EUI) will be set-up, to support cities with innovative actions, capacity and knowledge building, policy development and communication on sustainable urban development.

The overall objectives of the EUI are to strengthen integrated and participatory approaches to sustainable urban development, and to provide a stronger link to EU policies, and in particular to Cohesion policy and investments in urban areas as part of the funding earmarked for these areas under Article 11 of the ERDF/CF Regulation and beyond. The initiative aims to offer coherent support to cities to overcome the current landscape of manifold initiatives, programmes and instruments in support of cities under Cohesion policy, and in particular, by maximising synergy and complementarity with the interregional cooperation programme URBACT IV. The EUI will also support the multi-level working of the Urban Agenda for the EU and intergovernmental cooperation on urban matters.

THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the 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 and acts as the first entry point for all urban authorities and stakeholders involved in the Initiative activities.