



EUROPEAN U R B A N INITIATIVE

PERMANENT SECRETARIAT

PROJECT OFFICER

Short-term maternity leave contract based in Lille



Co-funded by
the European Union



1. JOB DESCRIPTION

1. Programme implementation

- Contribution to the development and updating of the European Urban Initiative – Innovative Actions (EUI-IA) by:
 - participation in the working groups; data collections; studies; etc.
 - elaboration of methodologies, process, tools and templates
- Contribution to the Initiatives' Annual Work Programmes and Annual Implementation Reports.
- Contribution to Initiatives' management and reporting requirements (activity and financial).
- Contribution to the Initiatives' communication (website, brochures, documents etc.).
- Assistance on the Initiatives' audit and control matters.
- Contribution to the design of the EUI-IA's preventive monitoring tools.
- Contribution to the design of the EUI-IA 4th Call for Proposals.
- Contribution to the Initiatives' evaluation.
- Contribution to the preparation of and active participation in the Initiatives meetings and events.
- Assistance in the coordination and exchange with other programmes and networks (e.g. Urbact, Urban Agenda for the EU Partnerships; etc.).

2. Project management

Project development

- Contribution to the organisation of Calls for Proposals.
- Assistance to individual applicants in the development of their project on administrative matters (via on-line and in-person events, e-mail, telephone, etc.).
- Contribution and co-creation of the applicant support materials (written guidance and other documents, webinars, etc.).

Project assessment

- Participation in the assessments of submitted applications on the basis of criteria adopted (eligibility, strategic and operational).
- Participation in the eligibility check of submitted applications.
- Participation in the set-up of a panel of external experts for project strategic assessment and quality control of their work; attending meetings, drafting documents etc.
- Participation in the operational assessment of submitted applications.
- Taking part in different selection meetings and follow-up of the decisions made by the Selection Committee.

Project implementation

- Follow-up of project implementation: project management, monitoring, financial claims and contractual set-up for a portfolio of projects at different stages of the implementation process.
- Continuous preventative monitoring of smooth project implementation, identifying potential issues and finding appropriate solutions.
- Monitoring and reviewing of activities and finance, outputs and results on a regular basis.
- Contact with national, regional, local and other relevant stakeholders.
- Participation in project events and evaluations.

Project transfer and closure

- Assistance in setting up project transfer partnerships and activities.
- Assistance on project closure matters.

3. Knowledge capitalisation and dissemination; capacity building; intergovernmental matters

- Collaboration with experts supporting the Innovative Actions pillar of the EUI-IA (experts in charge of capturing the knowledge stemming from the implementation of approved projects, experts working with the projects on the transfer component, monitoring and evaluation experts, and other experts if necessary).
- Participation in experts' recruitment, supervision and quality control of their work and outputs related to project implementation.
- Coordination of experts and other urban stakeholders for the production of "knowledge outputs" (papers, reports, web articles, videos, podcasts, etc.).
- Contribution to the Initiatives' knowledge dissemination and capitalisation activities.
- Contribution to the Initiatives' capacity building and intergovernmental activities.
- Contribution and co-organisation of the events and meetings dedicated to the Innovative Actions projects.

4. Additional Tasks

- Other additional tasks of relevance to the position

2. BASIC REQUIREMENTS

- Master's degree or equivalent professional qualification/experience.
- Preferred: Master's degree in urban or regional planning, political science, sociology, geography, or a related field (e.g., mobility, housing, built environment, urban policy, EU affairs, etc.).
- High proficiency and fluency in English.

- Good team player with capacity to work in a multicultural / international and multilingual environment.
- Knowledge of EU institutions and Cohesion Policy is desired.
- Interest in sustainable urban trends is desired.
- Computer literacy.
- Flexible approach to work; prepared to travel and work irregular hours.
- Good communication and drafting skills.
- Good analytical skills.
- Good organisation of own work, ability to work independently.
- Capacity to effectively interact with a multiplicity of stakeholders including Initiative's stakeholders, policymakers, senior civil servants and service providers.

3. GENERAL INFORMATION FOR APPLICANTS

1. Applications

- Applications should reach the Permanent Secretariat by Tuesday, 15 April 2025 at 12 noon CEST. 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@urban-initiative.eu. Those documents should be in English. 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.
- Interviews will take place online, indicatively from Thursday, 17 April 2025 to Tuesday, 22 April 2025.

2. 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@urban-initiative.eu

3. Equal opportunities

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

4. 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, Managing Authority of the programme.
- The contract is a short-term contract that is expected to start on Monday, 12 May 2025 and will cover a maternity leave absence (minimum 4 months).
- The jobholder will be offered a gross monthly salary starting from EUR 4,239.74.

4. THE EUROPEAN URBAN INITIATIVE

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2021-2027 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area.

The 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) which has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe.

The overall objectives of the EUI are (i) to strengthen integrated and participatory approaches to sustainable urban development, and (ii) to provide a stronger link to EU policies, and in particular to Cohesion policy. This initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance.

Innovative Actions projects are selected through calls for proposals for urban areas representing more than a 50 000 population. Currently the ERDF contribution is up to € 5 million per project and 80% of the project budget. In general, the project duration is 3.5 years with call topics defined by the European Commission for each call. Projects are selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level.

5. 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.