



# EUROPEAN U R B A N INITIATIVE



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## EUROPEAN URBAN INITIATIVE PERMANENT SECRETARIAT - RECRUITMENT

Call for one 18 months contract

**CAPACITY BUILDING OFFICER**

In Lille (France)

## JOB DESCRIPTION: CAPACITY BUILDING OFFICER

Reporting to: Head of Capacity Building Unit

The capacity building officer will integrate a team of 5 people (3 officers, 1 intern and 1 head of unit). He/she will contribute directly to the conception, monitoring and evaluation of all capacity building activities. These currently include peer reviews, city-to-city exchanges, and events. The nature of these activities is policy learning via networking and exchange of experience. Our target audience is: urban practitioners.

Core tasks include overseeing the delivery of the activities, being in direct contact and support our beneficiaries, contribute to the monitoring and further development of our offer, administrative and promotional activities.

This position involves travels around Europe, around 6 per year (each between 1 and 3 days), mostly concentrated around late spring and autumn.

A recent article outlining our activities and current state of play was published [here](#)

### OVERVIEW OF TASKS

#### 1. Organisation of Capacity Building Events

- Contribute to the **preparation of concepts for capacity building events** that may be national, targeting a cluster of EU Member States, or EU-wide: identification of relevant topics, objectives and appropriate formats
- Oversee the **preparation and delivery of capacity building events**:
  - launching relevant procurement processes,
  - monitoring and supporting the work of EUI experts involved in curriculum design and delivery,
  - overseeing the event management service provider supporting the logistical and technical delivery of the event
  - in contact with participants and speakers
  - checking requests for reimbursements and payments to providers
  - publishing content on the website and creation of registration form
  - evaluation, budget monitoring and reporting

#### 2. Support for peer learning activities

- Provide support to applicants and approved beneficiaries of city-to-city exchanges and peer reviews: providing information, advice and contributing to the development/finetuning of templates and guidance.
- Oversee organisation of at least 1 peer review/year (similar in nature as described above for events)
- Monitor and provide basic support to circa 25 city-to-city exchanges per year
- Monitor and approve activity reports and financial claims from approved beneficiaries.
- Oversee the work of external experts involved in peer learning activities: launching relevant procurement processes, monitoring, and supporting their work.

- Contribute to review and finetune existing EUI capacity building methodologies as required.

### **3. Overarching tasks**

- Contribute to the development, implementation and updating of the Initiative (meetings, working groups; studies; work planning and reporting, data collation and analysis etc.) on issues related to capacity building
- Prepare and follow-up of public calls for tender and calls in support of capacity building activities.
- Contribute to the publicity, communication and dissemination of the capacity building offer
- Participation and speaker in public events
- Input into Initiative evaluations
- Assistance in the coordination and exchange with other programmes and networks (e.g. URBACT, Eurocities, CEMR, Committee of the Regions, Interreg Europe etc ...)
- Contribute to the development of Portico, capacity-building related.
- Participate to internal working groups treating cross-cutting issues at Initiative level

### **Basic requirements**

- Master's degree or equivalent professional qualification in a relevant field;
- 3 years of professional experience;
- Genuine interest in urban trends and the urban dimension of EU policies;
- Experience in supporting events/workshops/trainings targeting public servants;
- Excellent communication, facilitation/moderation and drafting skills;
- Experience managing the work of providers;
- Excellent organisational and project management skills with a proven track record of delivery;
- Knowledge of EU institutions and policies, in particular Cohesion Policy;
- Excellent team player with capacity to work in a multi-cultural / international and multilingual environment;
- Computer literate;
- High level of proficiency and fluency in English;
- Flexible approach to work; prepared for regular travel and work irregular hours.

### **Desirable requirements**

- Experience supporting applicants, assessing applications and monitoring the implementation of activities by beneficiaries of EU funding programmes;
- Experience overseeing public procurement processes;
- Experience with online community development and management;
- Proficiency in online tools to support capacity building;

## GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Permanent Secretariat by Friday, 1 March 2024 at 12 noon CET. We will not consider any application sent beyond that deadline.
- A cover letter of around **one page** should be emailed along with your CV to the following email address only: [recruitment@urban-initiative.eu](mailto:recruitment@urban-initiative.eu). Your documents should be in English. **Please indicate in the subject line of your email “Application for Capacity Building Officer”**
- 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 15<sup>th</sup> of March 2024** 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 the **Monday 18<sup>th</sup> of March 2024**. 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@urban-initiative.eu](mailto:recruitment@urban-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 in close proximity to Lille Flandres and Lille Europe train stations (direct train connection of 35 minutes from Brussels Midi and just over 1 hour from Paris Gare du Nord)
- 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 18 months contract and is expected to start **as soon as possible**.
- The jobholder will be offered a gross monthly salary starting from **€ 4136** (around € 3194 net before income tax).
- Employees can benefit from up to two days of remote work per week.
- Employees can benefit from a public transport reimbursement and restaurant vouchers.

### 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) is 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.