



CALL FOR CANDIDATURES: Project Manager (UfM/IP/2012/004)

1. Subject:

The UfMS is seeking to incorporate a Project Manager at its headquarters in Barcelona.

Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Project Manager	Reports to:	DSG Research & Higher Education
Division/Area:	Research & Higher Education		
SUMMARY			
Under the supervision of the relevant DSG, the project manager will assist in carrying out the Division's Work Plan - namely in the area of research and higher education - by advising on and managing the appraisal, preparation, funding and implementation of complex international projects, initiatives and / or activities pertaining to the division's areas of intervention.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Identifies potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals.• In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.• Monitors project work plans and progress; conducts evaluations and assessment of results.• Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.)• Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.• Develops and implements a fundraising strategy; researches and contacts potential investors and donors for the project (agencies, foundations, etc.).• Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, as well as UfM missions and high-level visits.• Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention.• Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues.• Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices.			
QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE			
ESSENTIAL MINIMUM REQUIREMENTS			
<ul style="list-style-type: none">• University Degree in Economics / Social sciences / Engineering or equivalent field.• Minimum of 3 years of experience relevant to the duties described above.			



- Proven knowledge of and professional experience in project management and fundraising.
- Experience in working with development projects funded by international organizations and development agencies.
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills.
- Planning and organizational skills.
- Computer literacy in MS office tools.
- Excellent communication, drafting and reporting skills.
- Good command of English and French, both orally and in writing.
- Applicants must hold the nationality of a member state of the UfM.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries.
- Expertise in EU Procurement rules.
- Specialization in a relevant discipline for the division's activity and/or a post-graduate degree.
- High knowledge of the Euro-Mediterranean Higher Education and Research framework.
- Knowledge of Arabic and/or other languages from UfM countries.

2. **Submission of applications:**

Please read carefully the following information and send a complete application in English to the following address: hr@ufmsecretariat.org.

The complete application includes:

- A detailed curriculum vitae in English clearly elaborating educational and professional experience.
- A motivation letter in English including a clear mention of the profile applied for and full postal address.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

3. **Submission Date:**

Complete applications must be submitted by January 15th, 2013 (midnight, European time, GMT+1)