



CALL FOR CANDIDATURES: Project Analyst (Social and Civil Affairs Division)

UfM/LP/2018/009 – *internal candidates*

1. Subject:

The UfMS is seeking to incorporate a Project Analyst at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Project Analyst	Reports to:	Deputy Secretary General (Social and Civil Affairs Division)
Division/Area:	- Social and Civil Affairs	Staff category and conditions	Local staff 43.000 Euros (annual gross salary) ¹ 1-year contract (renewable following performance and budget appropriation), between 3 to 6 months' probation period or the term of existing contract for internal applicants.
SUMMARY			
<p>Under the supervision of the DSG/Advisor and project managers (if any), the project analyst will assist in carrying out the Division's/Area's Work Plan by working on project coordination and processes and supporting the activities of the related Division. The position implies transversal support to the Division as well as activities' initiation, monitoring, coordination and communication.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Deputy Secretary General/Advisor, and according to priorities of the Division he/she will:</p> <ul style="list-style-type: none">• Support in the technical preparation and operational follow-up of UfM Regional Platform and its thematic Working Groups, as well as on the relevant Project Committee;• Contribute to the production of reports, information and communication tools in the areas of intervention;• Back office management to support the Platform and Working groups on the relevant thematic;• Contribute to the organization and related tasks and procedures of other meetings and events of the Division with partners and external stakeholders;• Assist the Communication Department when developing material related to the Division's activities, initiatives and projects in the relevant thematic with regard to messaging and substance;• Contribution in technical assistance operations and processes, monitor performance and carry out all aspects of related public procurement process;• Assist in developing terms of reference for studies/technical assistance missions linked to project;			

¹ Where existing gross salary is higher than the one of the call, the first prevails.



- Contribute to operational reporting and follow up on sectorial budgetary allocation;
- Coordinate the design, content creation and e-mailing of newsletters on Euro-Mediterranean Cooperation on the relevant thematic as well as on crosscutting related issues.

In addition, he/she might be asked to:

- Support in planning of activities, identification of priorities and scheduling for the Division;
- Assist the Division according to any other additional demands and needs;

Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential minimum requirements

- University degree related to the thematic relevant to the Division applied for, in Politics and International Relations, Social Sciences or equivalent;
- Minimum of 3 years of experience relevant to the duties described above, preferably gained in international / intergovernmental organizations;
- Good expertise in the field of the Division applied for;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills.
- Good command of Microsoft Office®;
- Good command of English and French, both orally and in writing;
- Hold the nationality of a Member State of the UfM.

Desirable qualifications

- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.



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2. Submission of applications:

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

Please mention the area/Division(s) applied for.

The complete application includes in separate documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **the 3rd of July 2018 (midnight, European time, GMT+1)**.