



## CALL FOR CANDIDATURES: Project Manager (UfM/IP/2013/008)

### 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.

Vacancy announcement –Job description			
Job Title:	Project Manager	Reports to:	DSG Social & Civil Affairs
Division/Area:	Social & Civil Affairs		
Indicative gross annual remuneration	EUR [60.000 – 84.000]	Type of Contract and Duration	Temporary position / 2 years contract, extendable up to 2 additional years
<b>SUMMARY</b>			
Under the supervision of the Deputy Secretary General of Social and Civil Affairs, the Project Manager will assist in carrying out the Division's Work Plan - namely in the area of social and civil affairs - by advising on and managing the appraisal, preparation, funding and implementation of regional/international projects, initiatives and / or activities pertaining to the Division's areas of intervention. A thorough knowledge about gender equality, women and youth empowerment and civil society is needed, with sufficient experience in managing projects in the related areas.			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Identifies and makes proposals for potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals.</li><li>• In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.</li><li>• Monitors project work plans and progress; conducts evaluations and assessment of results.</li><li>• Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.)</li><li>• Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.</li><li>• 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.</li><li>• Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention.</li><li>• Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues.</li><li>• Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices.</li></ul>			



#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### ESSENTIAL MINIMUM REQUIREMENTS

- Be national of an UfM Member State.
- 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.
- Experience in working with development projects funded by international organizations and development agencies. ,.
- Experience in working with Governments, NGOs, civil society networks, and institutions particularly in the Mediterranean 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.
- Experience in fundraising.
- 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: [recruitmentsca@ufmsecretariat.org](mailto:recruitmentsca@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 **November 8<sup>th</sup>, 2013 (midnight, European time, GMT+1)**



Protection of personal data - Privacy notice

*The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.*

*Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.*

*Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: [hr@ufmsecretariat.org](mailto:hr@ufmsecretariat.org)*