



CALL FOR CANDIDATURES: Project Manager Energy (UfM/IP/2014/001)

Job Description			
Job Title:	Project Manager	Reports to:	DSG Energy Division
Division	Energy	Salary Range : 60.000 to 75.000 Euros	
SUMMARY			
<p>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 Energy - 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.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Identifies potential pertinent Renewable Energy and Energy Efficiency pilot 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.• Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, and 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 5 years of experience relevant to the duties described above.• Proven knowledge of and professional experience in the Energy field, preferably on renewable energies.• Knowledge of and/or experience in Mediterranean countries.• Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills. Capacity to work on horizontal projects.• Experience in working with development projects funded by international organizations (specially EC) and development agencies.• Planning and organizational skills.• Flexibility and capacity to adapt to organisational frames.• Computer literacy in MS office tools.			



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- Excellent communication, drafting and reporting skills.
- Good command of either English or French, both orally and in writing.
- Applicants must hold the nationality of a member state of the UfM

DESIRABLE QUALIFICATIONS

- Expertise in EU Procurement rules.
- Knowledge of Arabic and/or other languages from UfM countries is a plus.

Submission of applications

Please read carefully the following information and send a complete application in English to **hr.recruitment@ufmsecretariat.org** with the reference Project Manager Energy (UfM/2014/001) on the subject of the e.mail

The complete application includes:

- A detailed CV in English clearly indicating both professional and academic relevant information for this position
- A motivation letter in English

Deadline for applications: 27th february 2014