



CALL FOR CANDIDATURES: Project Manager TUDD (UfM/IP/2016/001)

Job Description			
Job Title:	Project Manager	Reporting Line	DSG Transport & Urban Development
Division	Transport & Urban Development	Conditions	Gross Salary Range: 60.000 -72.000 Euros Contract of 2 years, with a possibility of 2 years extension, following performance and budget appropriations. 6 months probation period.
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 transport by advising on and managing the appraisal, preparation, funding and implementation of multi-dimensional regional projects, initiatives and / or activities pertaining to the division's areas of intervention.</p>			
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 the field of transport and in particular maritime transport (motorways of the sea).• 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.• Drafting concept notes, policy papers and speeches for the Secretariat.• 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

- University Degree in Transport Engineering/Economics / Social sciences or equivalent field.
- Minimum of 7-10 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.
- 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.
- The candidate must be fluent in English with a good command of French, both orally and in writing.
- Applicants must hold the nationality of a member state of the UfM.

DESIRABLE QUALIFICATIONS

- Minimum 7-10 years of experience in the transport infrastructure and in particular in the field of maritime transport (motorways of the sea), as well as in investment area.
- Knowledge of and/or experience in Mediterranean countries.
- Expertise in EU Procurement rules.
- Specialization in a relevant discipline for the division's activity.
- Knowledge of Arabic and/or other languages from UfM countries.

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 TUDD (UfM/IP/2016/001) 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: 15th July