



CALL FOR CANDIDATURES: Professional Assistant (Charge de Mission) Cabinet -  
UfM/LP/2017/003 (Internal and External)

**1. Subject:**

The UfMS is seeking to incorporate a Professional Assistant (Charge de Mission) Cabinet at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	Professional Assistant (Chargé de Mission Cabinet)	Reports to:	Secretary General/Director of Cabinet
Division/ Department:	Cabinet of the Secretary General	Category Gross Salary	Local staff (36.000-43.000)
<b>SUMMARY</b>			
The Cabinet of the Secretary General is looking to recruit an assistant to participate in its overall activities, contribute to writing/drafting tasks and liaise with Divisions/Departments.			
<b>PRIMARY RESPONSIBILITIES</b>			
<p><u>Organization and work environment description</u></p> <p>The Union for the Mediterranean (UfM) is the intergovernmental organisation bringing together the 28 European Union Member States and 15 countries from the Southern and Eastern shores of the Mediterranean. It provides a unique forum to enhance regional cooperation and dialogue in the Euro-Mediterranean region.</p> <p>The Secretariat of the Union for the Mediterranean is based in Barcelona and the first permanent structure dedicated to the intergovernmental Mediterranean partnership is the operational institution that empowers this regional dialogue between the UfM Member States and stakeholders, fostering synergies among them and promoting cooperation projects and initiatives.</p> <p><u>General responsibilities</u></p> <p>Contribute to the missions of the Cabinet of the Secretary General and specifically to the preparation of files and notes, speeches, reports and research tasks. He/she will liaise with all relevant colleagues and Departments in carrying out his/her daily duties accordingly.</p> <p><u>Specific mission and tasks</u></p> <p>He/she will carry out his or her duties under the supervision of the Director of the Cabinet:</p> <ul style="list-style-type: none"><li>• Note-taking and help with the drafting of minutes and reports</li><li>• Preparing files/notes for meetings and missions abroad</li><li>• Drafting and revising relevant documents, French and English</li><li>• Writing Speeches</li></ul>			



- Carrying out research assistance
- Liaising with other Departments

He/she will carry out administrative and logistical tasks where appropriate, such as :

- Assist the Cabinet in tasks and functions as required and give support for operational aspects of missions abroad.
- Manage administrative documents
- Screen enquiries and requests and handle them as appropriate

Other tasks as assigned by the Secretary General and Director of Cabinet.

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

##### Essential requirements:

Applications are encouraged from graduates from all UfM member countries with a proven record of the following:

- University Degree in Political Sciences, International Relations, Social Sciences, Business Administration, Communication or equivalent academic qualification in related fields.
- Given the nature of the position and Cabinet needs, excellent writing skills in French are essential.
- Excellent command of English.
- Proven interest and potential experience in international relations.
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook.
- Good communication and interpersonal skills
- Excellent communication skills, both verbal and written.
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

##### Desirable requirements:

- Knowledge of Social Medias.
- Experience in working within an international environment, ideally an international public organization and/or multinational private sector.
- Interest to work in an intercultural environment and the ability to maintain discretion and composure
- Detail orientated and ability to work to meet deadlines.

#### LANGUAGES

##### Minimum Requirements :

- French: native level
- English: excellent

Knowledge of other languages of UfM countries is considered an advantage.



## Submission of applications

### 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](mailto:hr.recruitment@ufmsecretariat.org).

The complete application includes:

- A **detailed curriculum vitae in English** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English in a separate document** 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.

### 3. Submission Date:

Complete applications must be submitted by **14<sup>th</sup> February 2017 (midnight, European time, GMT+1)**

**Only shortlisted candidates will be contacted for interviews. Evaluation of qualified applicants may include a written assessment exercise.**