



## CALL FOR CANDIDATURES: Planning & Monitoring Analyst - UfM/LP/2017/006

### 1. Subject:

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

Job Description			
<b>Job Title</b>	Planning & Monitoring Analyst	<b>Reports to</b>	Head of Finance and Contracts
<b>Division/ Department</b>	Legal & Administration	<b>Staff Category</b> <b>Conditions</b>	Local Staff Gross Salary Range: 43.000–47.746 Euros Contract of 1 year, renewable. 6 months' probation period.
<b>SUMMARY</b>			
<p>Under Supervision of the Head of Finance and Contracts, the Finance, Planning &amp; Monitoring Analyst will be responsible to support the provision of financial and administrative services in the Admin and Legal Department ensuring high quality, accuracy and consistency of work.</p> <p>More specifically, she/he will be in charge of monitoring Grants, developing KPIs and overall follow up of finance and contracts activities.</p> <p>She/he shall support all contractual, administrative and financial tasks related.</p> <p>She/he shall promote a client-oriented approach consistent with UfMS rules and regulations and shall abide by security policies, administrative instructions, plans and procedures of the UfMS.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Monitor financial agreements, grants and sub-granting instruments;</li><li>• Develop and follow up instruments and dashboards, forecast and KPIs;</li><li>• Compile and analyze contractual and financial information;</li><li>• Develop and operationalize tools to coordinate Finance and Contracts activities;</li><li>• Interact on financial and contractual matters with UfM Divisions and Departments and develop related tools mechanisms;</li><li>• Contribute to handle financial data and reports for the organization financial and reporting systems;</li><li>• Analyze and review budgets and expenditures for contracts;</li><li>• Contribute to prepare entries to accounts, such as general ledger accounts, and document business transactions and contribute in preparing accounting statements and monthly closing and cost accounting reports;</li><li>• Process requests of commitments and request of payments according to internal rules and procedures and participate in carrying out the day to day financial transactions and maintains records on financial accounts and related filing and archiving documentation as required;</li></ul>			



- At year-end, assist in the collection and verification of data in compliance with the year-end closure instructions and audit requirements.

**Other contractual and administrative duties as assigned supporting the Department of Administration**

**QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:**

**ESSENTIAL MINIMUM REQUIREMENTS**

- Bachelor's Degree in Auditing, Economics, Accounting, Finance, Public Management or Business Administration as minimum requirement or equivalent academic or professional training.
- Minimum 3 years of related experience, especially in finance, or auditing or accounting, or financial monitoring.

**DESIRABLE QUALIFICATIONS**

- Sound knowledge in Grant Management and Financial Agreements would be a strong asset.
- Experience in developing dashboards, KPIs and financial monitoring tools would be an advantage.
- Sound knowledge of finance, accounting (IPSAS), budgeting, and cost control would be an advantage.
- Experience in the implementation of EU processes and regulations in grant agreements would be an advantage.
- International experience, particularly in multi-national and international organizations would be an advantage.

**LANGUAGES**

Minimum Requirements: Excellent level of at least two of the following languages: English, French, Spanish and Arabic. Good command of English is desirable.

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:**



Union pour la Méditerranée  
Union for the Mediterranean  
الإتحاد من أجل المتوسط

Complete applications must be submitted by **9<sup>th</sup> July 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.