



CALL FOR CANDIDATURES: Partnerships Coordinator - UfM/LP/2017/007

1. Subject:

The UfMS is seeking to incorporate a Partnerships Coordinator (Analyst Category) at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title	Partnerships Coordinator	Reports to	Executive Director- Operations and Partnerships
Division/ Department	Directorate for Operations and Partnerships	Staff Category Conditions	Local Staff Gross Salary Range: 43.000–47.746 Euros Contract of 1 year, renewable up to maximum 4 years, following performance and budget appropriations as per the applicable cooperation agreement (*) 6 months' probation period.

SUMMARY

The Union for the Mediterranean (UfM) is an 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.

The Secretariat of the Union for the Mediterranean, based in Barcelona, is the first permanent structure dedicated to the intergovernmental Mediterranean partnership and 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.

In January 2017, the UfM Secretariat and the Swedish International Development Agency (Sida) signed a 4-year, € 6.5 million, multi-annual financing Agreement to implement and strengthen UfM core activities. The focus of the Agreement is to support the core activities of regional policy dialogue that the UfMS is developing in the three priority areas of: 1-women's empowerment and gender equality, 2-climate action and energy, 3- water, environment and blue economy.

As foreseen under the Agreement, the Directorate for Operations and Partnerships is recruiting a Partnerships Coordinator to support its efficient planning and implementation, promote coordination and coherence, and ensure monitoring and accurate operational and financial reporting.

These tasks will be done in close articulation with the broader horizontal mandate related in particular to internal coordination and monitoring of the annual work programme of the Secretariat, as well as with the transversal task of fostering partnerships between the UfMS and external actors, in particular financial and



operational ones, and supporting the implementation of the UfMS fundraising strategy.

PRIMARY RESPONSIBILITIES

Under the supervision of the Executive Director, the incumbent will be tasked to carry out the following:

- Ensure regular coordination and monitoring of the implementation of the partnership Agreement signed with Sida. On the basis of inputs from and in coordination with the three thematic Divisions involved, closely monitor ongoing activities, resources consumption and communication efforts (in coordination with the Communication Department) on a continuous basis; consolidate reports and inputs from relevant Divisions, analyse the global overview, provide forecasts of upcoming periods and relevant recommendations to the hierarchy;
- This includes inter alia: i) preparing the annual narrative reports summarizing obtained and expected results in relation to the agreed programme with a special focus on the agreed indicators; annual reports are to be submitted to Sida by 30th of April after the end of each calendar year; ii) preparing the annual consultation meeting foreseen each year, not later than 31 May annually; iii) preparing the annual work plan and budget (in coordination with Finance Department) for the upcoming period of implementation; annual work plans are to be submitted not later than 15 December to Sida; iv) in close coordination with the Finance Department, contribute to prepare relevant financial information and inputs on the programme implementation for internal monitoring and for the purpose of the annual auditing; audited financial reports to be submitted to Sida by 30th of April after the end of each calendar year;
- Ensure regular contacts with the Swedish International Development Agency as relevant.

In articulation with the main task above, he/she will:

- Share the approach and experience of this cooperation Agreement with other potentially interested partners/parties for possible inspiration or replication;
- Support internal coordination work related in particular to the UfMS annual work programme;
- Support the implementation of the fundraising strategy of the UfMS, including monitoring the situation of projects in terms of funding (grants and loans), act as a focal point and facilitator, within DOP, on this issue for all the sectoral Divisions and outreach to potential donors/international financial institutions.

Other tasks may be assigned as per decision by the UfM Secretary General and the Director for Operations and Partnerships.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

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

- University Degree in International Relations, Social or Political Science, Economics, Financial Management or equivalent academic qualification in related fields;
- Minimum 3 years of relevant professional experience related to the duties described above;
- Very good writing skills in English;
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook;



- Excellent communication skills, both verbal and written;
 - Good interpersonal skills and ability to work in team;
 - Ability to deal with discretion with confidential and sensitive dossiers and situations;
- DESIRABLE QUALIFICATIONS
- Experience in working within an international environment, ideally an international public organization or working with bilateral donors;
 - Experience in project monitoring or management;
 - Experience in finance or in the management of financial agreements;
 - Previous experience in development/cooperation issues preferably pertaining to the Mediterranean region;
 - Detail-orientated and ability to meet deadlines;
 - Interest to work in an intercultural environment.

LANGUAGES

Fluency in English is required, knowledge of French and/or Arabic desirable.

(*) With the financial support of SIDA

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.

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 **9th July 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.