



Call for secondments

Union for the Mediterranean Secretariat



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INTRODUCTION

The Secretariat of the Union for the Mediterranean (UfMS) in continuation of its previous Call for Secondments of 2014, is seeking to incorporate personnel for eight posts to be allocated to its various Divisions/Departments/Units in order to be able to carry out its role and deal with increased activities on the basis of the approved work program of 2017 in combination with the recently approved Road Map of its actions.

Working at the Secretariat gives seconded staff a unique opportunity to gain experience in an international environment, deal with fostering regional initiatives and be part of a multicultural team.

Recalling the Secretariat's Staff Regulations, the Secretariat presents here below to the Senior Officials of the Member States of the Union for the Mediterranean the relevant Job Descriptions for the eight posts, inviting them to examine the possibility to second an official with a view to filling these vacancies with suitable personnel in accordance with the specific Job Description for each post.

Seconded staff

It is reminded that according to the Staff Regulations, Seconded Officials, who must be nationals of the sending Member State, while subject to the authority of the Secretary General in the exercise of their functions at the Secretariat, remain in the service of their sending administration/employer (Member States and institutions) during the period of their service at the Secretariat and are paid by the same. Sending administrations also cover their social security benefits, pension and health insurance.

A secondment agreement establishing inter alia the terms and conditions of the appointment has to be signed before seconded personnel take office at the Secretariat.

During secondment at the UfMS, seconded staff may neither receive nor seek instructions in connection with the performance of their duties from any government, authority, organization or person outside the UfMS.



Union pour la Méditerranée
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الإتحاد من أجل المتوسط

JOB DESCRIPTIONS



Energy Advisor/Officer I Energy Division

Job Title:	Advisor/Officer	Reports to	DSG Energy
Division:	Energy	Staff Category	Seconded Staff

SUMMARY

The Advisor/Officer in the fields of Energy and Climate Action will assist the DSG in implementing the Division's Work Program.

PRIMARY RESPONSIBILITIES

- Act as a Policy Diplomatic Adviser to the DSG;
- Work in particular for the implementation of the work program of the Division;
- Contribute to the development of regional political dialogue and to the identification of regional projects in the fields of energy and climate action;
- Manage projects within the Division's Work Program;
- Liaise with the other Secretariat's Heads of Divisions and governing bodies of the Union for the Mediterranean;
- Be part of a team of 3 to 5 members of staff to implement the objectives and work plans.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- University degree;
- Preferably, minimum 5 years of experience relevant to the duties described above;
- Good knowledge of the region (political, social and economic aspects);
- Strong drafting and analytical skills combined with sound judgement;
- Excellent communication skills in a complex, multicultural and diplomatic environment ;
- Demonstrated ability to develop and maintain productive and professional relationships with government counterparts (both at national and regional level);
- Previous diplomatic experience in the area of the Union for the Mediterranean or in an international intergovernmental organization would constitute an advantage.

LANGUAGES

English, French, Arabic and Spanish are working languages at the Secretariat. Excellent command of one of them is essential, while at the same time good knowledge of English or French is also necessary.



Climate Change Advisor/Officer I Energy Division

Job Title:	Advisor/Officer	Reports to	DSG Energy
Division:	Energy	Staff Category	Seconded Staff

SUMMARY

The Advisor/Officer in the fields of Energy and Climate Action will assist the DSG in implementing the Division's Work Program.

PRIMARY RESPONSIBILITIES

- Animate the regional dialogue on climate change, especially through the implementation of the work program of the UfM CCEG (adopted on 16 March 2017), including all ad hoc meetings;
- Support the emergence of regional projects aiming at supporting the implementation of a regional agenda on climate change;
- Support UfM Secretariat in the emergence of sectoral projects related to climate change;
- Follow the international negotiations on climate change;
- Develop the network of actors involved in the implementation of the climate agenda;
- Be part of a team of 3 to 5 members of staff to implement the objectives and work plans.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- University degree;
- Preferably minimum 5 years of experience relevant to the duties described above;
- Good knowledge of the region (political, social and economic aspects);
- Strong drafting and analytical skills combined with sound judgement;
- Excellent communication skills in a complex, multicultural and diplomatic environment ;
- Demonstrated ability to develop and maintain productive and professional relationships with government counterparts (both at national and regional level);
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Public Affairs and Media Expert/Officer I Communication and Public Affairs Unit

Job Title	Public Affairs and Media Expert/Officer	Reports to	Head of Communication & Public Affairs Unit
Unit	Communication and Public Affairs	Staff Category	Seconded Staff

SUMMARY

The Public Affairs and Media Expert/Officer will assist the UfM Secretariat in the implementation of effective public affairs and media strategies.

PRIMARY RESPONSIBILITIES

- Define and implement Public Affairs and Media strategies to raise awareness on UfM activities and build a consolidated network of UfM's advocates;
- Draft and/or translate speeches, tribunes, articles, press releases, web news and texts for other communication supports;
- Contribute to the conceptualization and organization of public affairs and press meetings and missions;
- Liaise internally with other Divisions and Departments in order to obtain relevant information that could be used for communication and press purposes;
- Contribute to the conceptualization and production of communication materials and publications;
- Liaise with enquiries from media, individuals and other organizations;
- Define, launch and manage procurement procedures for the implementation of communication services;
- General support as needed to the Communication & Public Affairs Unit.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- University Degree;
- Minimum 3 years of relevant experience;
- Excellent computer literacy, speed and accuracy;
- Excellent communication skills, both verbal and written;
- Ability to manage multiple issues and deadlines;
- Previous experience in the areas of public affairs and media relations;
- Academic background in communication, public relations.

LANGUAGES

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Med4Jobs Advisor/Officer I Business Development Division

Job Title	Med4Jobs Advisor/Officer	Reports to	DSG Business Development
Division	Business Development	Staff Category	Seconded Staff

SUMMARY

The Advisor/Officer will assist in carrying out the Division's Work Plan by advising on financing strategies. He/she will also assist in developing the Mediterranean initiative for jobs (M4J) by advising on and managing the appraisal, preparation, funding and implementation of flagship regional projects and/or activities pertaining to the M4J initiative.

PRIMARY RESPONSIBILITIES

- Identify potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contribute to the development of project proposals;
- In cooperation with promoter(s), contribute to mobilizing the necessary funding of projects and maintain contacts with interested funding partners;
- Monitor project work plans and progress; conduct evaluations and assessment of results;
- Carry out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc);
- Manage external consultants, monitor performance, review outputs and recommend and carry out corrective action when needed;
- Organize and manage meetings relating to the initiative including the Employment Skills & Entrepreneurship Experts Board (M4J Advisory Board);
- Actively participate in relevant project and sector meetings and contribute to the preparation of UfM meetings, missions and events in the sectors of intervention, and high-level visits;
- Report on project progress, problems and proposed solutions; contribute to the production of reports, information and communication tools in the areas of intervention;
- Monitor developments in the sectors of intervention, propose relevant initiatives and report on sector issues;
- Contribute 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



- University Degree in Business Economics / Social Sciences / Engineering or equivalent field;
- Minimum 3 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 (preferably in the area of employment and job creation).
- 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;

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Knowledge of and/or experience in Mediterranean countries;
- Specialization in a relevant discipline such as development economics or employment.
- Experience in transforming institutional policies into specific banking strategies and into concrete financial products, and experience in microfinance;
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments;

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Private Sector Expert/Officer I Business Development Division

Job Title	Private Sector Expert/Officer	Reports to	DSG Business Development
Division	Business Development	Staff Category	Seconded Staff

SUMMARY

As part of its mission in the Mediterranean, the UfM is focusing on supporting the private sector, which represents a substantial share of many Mediterranean local economies, employment and largely contributes to the region's economic growth. Being dedicated to working on the private sector with an emphasis on smaller size companies and local enterprises, the Seconded Expert/Officer will have an important role to aid the UfM to fulfil its objectives, to boost projects and programs with local and regional enterprises, stimulate growth and enhance employment.

The Seconded Expert/Officer will report to the DSG for Business Development for day-to-day engagement on projects for business development, execution and monitoring, and all other relevant activities. A high degree of commitment to the UfM's mandate and institutional goals is required from him/her, combined with possession of the technical skills necessary to anticipate and respond to complex and challenging environments.

PRIMARY RESPONSIBILITIES



Work in close co-ordination with the DSG and other Business Development division team members to develop the UfM's pipeline of projects and programs with the private sector, with an emphasis on SMEs;

- Under the supervision and with the guidance of DSG, lead the origination, execution and monitoring of such programs and projects, proactively engaging in the oversight of these with their sponsors;
- Lead regular missions to develop such activities;
- Interact knowledgably and professionally with local and foreign private sector senior executives, and active stakeholders;
- Work as team member and project manager on new projects and programs, following all aspects of project preparation (generation, due diligence, financial closing, monitoring), ensuring that quality of the structuring and implementation of projects/programs is consistent with UfM standards;
- Provide input to the DSG for setting business objectives;
- Develop and maintain contacts with the local private sector business communities for the purposes of the UfM projects/programs,
- Provide input for review and prepare all documentation for submission to and approval by the decision bodies of the UfM Secretariat;
- Liaise and work with other Departments, coordinating their involvement in the project/program as required;
- Actively participate in the monitoring of projects/programs including preparation of regular monitoring reports, managing client relationships, and recommend resolution of issues;
- Keep close relations with International Financial Institutions.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE



- Relevant university degree (e.g. business administration, economics, finance);
- Relevant experience in the local business environment, in particular SMEs in the South and East Mediterranean region;
- Demonstrable successful track record of working through project/program cycles;
- Experience on private sector business development and negotiation skills;
- Ability to independently draft reports for UfM Senior Management;
- Excellent Excel modelling skills;
- Advanced understanding of investment and financial analysis and their application in investment decisions and transaction structuring, and credit background;
- Track record of working with Financial Institutions in fundraising;
- Sound decision making and problem resolution skills;

Competencies & Personal Attributes

- Results Oriented – Self-motivated with the ability, initiative, business drive and judgment to monitor projects and implement innovative solutions to monitoring cases;
- Team work - Ability to work as a proactive team member in scouting, executing and monitoring projects and programs;
- Interpersonal Skills - Ability to build effective working relationships with colleagues and clients in a multicultural environment;
- Integrity – Personal integrity with high ethical and professional standards;
- Planning - Ability to plan and organize work unsupervised and meet deadlines;
- Resilience- Ability to maintain strong performance under pressure;
- Ability to operate within the organizational framework with multiple reporting and communication lines.

LANGUAGES

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Expert/Officer in Research and Innovation | Higher Education and Research Division

Job Title	Expert/Officer in Research and Innovation	Reports to	DSG HER
Division	Higher Education and Research (HER)	Staff Category	Seconded Staff

SUMMARY

Under the supervision of the DSG, the Expert/Officer will assist in carrying out the Division's Work Program – namely in the area of research and innovation - by developing appropriate strategies and regional dialogue processes and managing the appraisal, preparation, funding and follow-up of the implementation of regional projects and initiatives.

A thorough knowledge on international research cooperation and policy will be required, together with relevant experience in participating in multinational projects and programs in the related area.

PRIMARY RESPONSIBILITIES

- Contribute to the preparation of the Division's strategy and work program;
- Develop contacts with key relevant actors, stakeholders, networks, international financial institutions and donors, in addition to maintaining relations with competent administrations from UfM Member States;
- Contribute to the follow up on the Ministerial Conference on Strengthening Euro-Mediterranean cooperation through Research and Innovation (Valletta, 3-4 May 2017);
- Identify, assess and propose potential projects which address research and innovation challenges in the framework of the UfM mandate and support project promoters and partners throughout all stages of the UfM project life cycle (including fundraising, implementation, monitoring and promotion);
- Develop a fundraising strategy in the areas of intervention;
- Monitor developments in the sectors of intervention - policies and programs in the area of international science, technology and innovation, in particular from the EU – and ensure close coordination of work with Research and Innovation activities implemented under other Divisions of the UfM Secretariat;
- Actively participate in relevant projects and sectorial meetings and contribute to the preparation of UfM meetings and events when needed as well as UfM missions and high-level visits;
- Contribute to produce information and communication tools in the related area.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE



- University degree at Master / PhD level;
- Minimum 5 years of experience relevant to the duties described above;
- Relevant experience in international scientific cooperation, particularly with Mediterranean countries;
- Relevant experience in fundraising in the sector;
- Knowledge of the EU external policies and instruments;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills;
- Computer literacy in MS office tools.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management;

LANGUAGES

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Gender Equality Expert/Officer | Social and Civil Affairs Division

Job Title	Gender Equality Expert/Officer	Reports to	Senior DSG Social and Civil Affairs
Division	Social and Civil Affairs	Staff Category	Seconded Staff

SUMMARY

Under the supervision of the Senior DSG, the Expert/Officer will assist in carrying out the Division's Work Plan - namely in the area of social and civil affairs - by advising on and managing the appraisal, preparation, funding and implementation of regional/international projects, initiatives and / or activities pertaining to the Division's areas of intervention. A thorough knowledge about development cooperation and social affairs (preferably regarding the issue of gender equality or youth empowerment) is needed, with sufficient experience in managing projects in the related areas.

PRIMARY RESPONSIBILITIES

- Contribute to the design of the Division's strategy and work plan;
- In addition to maintaining relations with governments, develop contacts with key institutions and relevant associations and networks active in the priorities fields of the Division;
- Contribute to the Regional Dialogue on Women Empowerment and the preparation/follow up on the UfM Ministerial on Strengthening the Role of Women in Society;
- Identify and make proposals for potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contribute to the development of project proposals;
- Report on project progress, problems and proposed solutions; contribute to the production of reports, information and communication tools in the areas of intervention;
- In cooperation with promoter(s), contribute to mobilizing the necessary funding of projects; maintain contacts with interested funding partners;
- Monitor and coordinate project work plans and progress; conduct evaluations and assessment of results - carry out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.);
- As necessary, manage external consultants, monitor performance, review outputs and recommend and carry out corrective action;
- Actively participate in relevant project and sector meetings and contribute to the preparation of UfM meetings and events when needed/requested, as well as UfM missions and high-level visits;
- Monitor developments in the sectors of intervention, propose relevant initiatives and report on sector issues;
- Contribute 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

- University Degree;
- Minimum 3 years of experience relevant to the duties described above;
- Experience in working with development projects funded by international organizations and development agencies;
- Experience in working with Governments, NGOs, civil society networks, and institutions particularly in the Mediterranean;
- 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;

ADDITIONAL DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management;
- Specialization in a relevant discipline for the Division's activity;
- Experience in fundraising;

LANGUAGES

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Vocational Education and Training Expert/Officer I Higher Education and Research Division

Job Title:	Vocational Education and Training Expert/Officer	Reports to:	DSG HER
Division:	Higher Education and Research (HER)	Staff Category	Seconded Staff

SUMMARY

Under the supervision of the DSG, the Expert/Officer will assist in carrying out the Division's Work Program – namely in the area of Vocational Education and Training (VET) - by developing appropriate regional cooperation strategies and dialogue processes and by managing the appraisal, preparation, fundraising and follow-up of the implementation of projects and initiatives contributing to youth employment and economic growth in the Mediterranean region.

A thorough knowledge about development cooperation and vocational education and training is needed, with relevant experience in managing international projects in this sector.

PRIMARY RESPONSIBILITIES

- Contribute to the preparation and implementation of the Division's strategy and work program;
- Develop contacts and build networks with key relevant actors, stakeholders, international financial institutions and donors, in addition to maintaining relations with competent administrations from UfM Member States;
- Design and implement appropriate regional cooperation strategies and dialogue processes;
- Identify, assess and propose potential projects which address VET challenges in the framework of the UfM mandate and support project promoters and partners throughout all stages of the UfM project life cycle (including fundraising, implementation, monitoring and promotion);
- Monitor developments of regional policies and programmes in the area of VET, in particular from the EU, and ensure close coordination of work with training and capacity-building activities implemented under other Divisions of the UfM Secretariat;
- Contribute to the follow-up on the Declarations of relevant Ministerial Conferences;
- Actively participate in relevant projects and sectorial meetings and contribute to the preparation of UfM meetings and events when needed as well as UfM missions and high-level visits;
- Contribute to produce information and communication tools in the related area.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE



- University Degree at Master level;
- Minimum 3 years of experience relevant to the duties described above;
- Good knowledge of the EU external policies and instruments;
- Strong analytical, drafting and reporting skills; critical thinking and problem solving skills;
- Excellent communication and public speaking skills;
- Excellent team working and service orientation skills;
- Computer literacy in MS office tools.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management;
- Experience in VET cooperation.

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