



Call for expression of interest: short-term contracts Ref. UfM/EI.ST/2022/00

1. **Subject:**

The UfMS is launching a call for expressions of interest of qualified candidates from UfMS member states for short-term assignments.

The aim of the Call is to establish a qualified pool of candidates who can deliver professional services on a short-term basis. Areas to be covered, are listed in **Annex 1 below in the** Generic Terms of Reference detailing the overall required knowledge/experience for each field.

The relevant rules governing the recruitment of a temporary employee are available in the [Implementing Rules of the Staff Regulations of the Secretariat](#) (Rule II- Categories of Staff- Section 1. Employment).

2. **Submission of applications:**

2.1. **Documents that MUST be submitted in the application**

Submissions must be submitted through the UfMS website and it should include:

- [Application Form available on the website;](#)
- **CV in English (pdf version only)** clearly elaborating education and professional experience relevant for the position(s) applied for. Please indicate your phone number, your address and e-mail address. Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv".

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

IMPORTANT:

In case of technical issue arising while submitting your application, please send an e-mail to hr.recruitment@ufmsecretariat.org (specifying in the subject the position you are applying for) and your CV.

2.2. **Language**

All applications should be made in English. Applications in languages other than English may be automatically eliminated by the UfM.



2.3. Deadline

The Call for Expression of interest is, for the moment, permanently open. **There are no limits on the number of candidates who can submit an Expression of Interest for short-term assignments and therefore, no deadline until further notification.**

2.4. Validity period

All applications will be assumed to be valid 6 months after the date of submission.

3. Selection process and evaluation:

HR will screen applications as they come in. UfMS will establish a list of potential candidates consisting of:

- Applicants meeting the minimum requirements (pass/fail) of the generic terms of reference categorized in accordance with the level, and area(s) of expertise of the applicant.
- Applicants that have successfully passed pre-selections steps organized by the UfMS HR Unit and whose names are placed on the reserve lists valid to be used later on for short-term assignments. The UfMS list of potential candidates successful with the pre-selection will remain valid for a period of 3 years.

After inclusion in the list of pre-selected candidates and as soon as the short-term need of a specific profile arises at the UfMS, only those candidates who have the best profiles for the specific position will be contacted and, if appropriate, invited to an interview, and, if selected, offered a short-term contract (maximum 1 year) in line with applicable Staff Regulations and their Implementing Rules.

Your expression of interest will remain in our database. Should there be an opportunity for which you meet the qualification requirements, you will be contacted.

Important: If the candidates are not contacted, they are kindly asked not to request any additional information about the status of their application.

We can only consider applications from nationals of UfM Member States. As UfM is an international organization, non-EU citizens selected candidates will need to pass through the visa procedure before starting.



Annex 1.

Generic terms of references – Technical, Corporate and Administrative Services

Technical, Corporate and Administrative Services

Positions supporting the functioning of the UfMS by ensuring efficiency and effectiveness of its activities. Positions available within: Thematic Divisions, the Cabinet of the Secretary General, the Directorate of Operations and Partnerships, the Communication Unit and the Legal and Administration Department.

Staff category and conditions

Staff category: Contracted Staff (Short Term Contract)

Duration: between 6 months and 1 year following assignment

Salary:

Assistant grade: 36.000 Euros (annual gross salary)

Analyst grade: 43.000 Euros (annual gross salary)

Areas to be covered

FIELD 1- Finance and Contracts

Knowledge and experience in:

Planning and Budgeting: Preparation and submission of budget and work plans- Planning and implementing KPIs – Plan procurements.

Management and Control: Agreements and grants management; treasury, funds and cash management; public procurement management; transaction processing: technical and financial validation of expenditures and payment requests); accountancy and monitoring: flash report, monthly, quarterly and year-end closure.

Performance measure: Annual reporting and Audit, reporting per agreement, KPIs measurement, annual procurement report.

FIELD 2- Corporate and Service Support/ Logistics

Knowledge and experience in:

Infrastructure management: manage purchase, rental and maintenance of the movable and immovable property of the UfMS; building management, maintenance and insurance management; occupational Health and Safety Management/ work space management;

Internal Support: facility management; storage and archiving;

Core activities logistics: business trips/ missions management; events and conferences activities operational and logistical management; coordinating contractual and financial management of event activities.

FIELD 3 - Information Technology

Knowledge and experience in:

Designing, planning and managing front-line Services for all ICT Systems, IT maintenance; helpdesk and services providers management. Excellent knowledge of Windows 7/10, AcFve Directory and TCP/IP Networks; and experience in handling Windows Servers 2008/2012 and related access management control.

FIELD 4- Office management

Knowledge and experience in:

Administrative Support: Organizing diaries and making appointments; preparing mission/payment/event/procurement requests; preparing working missions (arranging travel, accommodation, visas etc.); maintaining files and records,



database of contacts etc; meeting and greeting visitors at all levels of seniority; dealing with incoming telephone calls, emails, faxes and post, screening enquiries and requests and handling them as appropriate; preparing and organizing meetings and events with internal staff and/or with external stakeholders,

Operational support: Attending meetings and taking minutes; providing support in preparing the Work Programme, Activity reports and Budget; preparing communication material related to the Division's projects and activities, including drafting news and articles for the UfMS website; producing preparatory documents for meetings and missions, including presentations; conducting research and compiling data; translation and proofreading of documents/articles.

FIELD 5 - Communications

Knowledge and experience in:

- Producing, managing and disseminating effective communications activities and tools (media, publications, websites, social media, newsletters, and other materials), including creating and editing content for press releases, websites, social media posts and other publications.
- And/or contributing to prepare and manage events, including conferences and workshops.

Grade following applicants' years of experience

Grades	Minimum Experience		Minimum Qualification	
	Field related Experience	Project and/or team Managerial Experience*	Languages**	Related-field Qualifications
CS3. Analyst /Officer	5 years' experience in multi-cultural environment.	3 years	Fluency in English + another UfM language	Master Degree
CS4. Assistant	3 years' experience in multi-cultural environment.	N/A	Fluency in English	Bachelor Degree

The UfM Secretariat reserves the right to appoint the selected candidate at the grade corresponding to his/her qualifications and experiences as well as the level of responsibility required for the position to be filled.

Competencies

	Operational Competencies				Professional Competencies				Managerial Competencies				Supervisory Level*
		Team Work	Achievement Focus	Client Focus		Resources Management	Drafting Skills	Communication Skills		Organization Alignment	Decision making	Strategic thinking	
CS3 - Officer / Analyst		2	2	2		2	2	2		1	-	1	1
CS4 - Assistant		2	1	2		1	2	1		1	-	1	N/A

** The supervisory level, i.e. first line management responsibility (monitor and regulate employees in their performance of assigned or delegated tasks) is measured following staff categories and number supervised.



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Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org