1. **Subject:**

   The UfMS is seeking to incorporate a Project Manager at its headquarters in Barcelona.

   Below is the job description, detailing the responsibilities and required skills and qualifications.

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**Job description**

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<tr>
<th>Job Title</th>
<th>Project Manager</th>
<th>Reports to:</th>
<th>DSG Research &amp; Higher Education</th>
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</thead>
<tbody>
<tr>
<td>Division/Area:</td>
<td>Research &amp; Higher Education</td>
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**SUMMARY**

Under the supervision of the relevant DSG, the project manager will assist in carrying out the Division’s Work Plan - namely in the area of research and higher education - by advising on and managing the appraisal, preparation, funding and implementation of complex international projects, initiatives and/or activities pertaining to the division’s areas of intervention.

**PRIMARY RESPONSIBILITIES**

- Identifies potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals.
- In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.
- Monitors project work plans and progress; conducts evaluations and assessment of results.
- Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.)
- Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.
- Develops and implements a fundraising strategy; researches and contacts potential investors and donors for the project (agencies, foundations, etc.).
- Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, as well as UfM missions and high-level visits.
- Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention.
- Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues.
- Contributes 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**

**ESSENTIAL MINIMUM REQUIREMENTS**

- University Degree in Economics / Social sciences / Engineering or equivalent field.
- Minimum of 3 years of experience relevant to the duties described above.
• Proven knowledge of and professional experience in project management and fundraising.
• Experience in working with development projects funded by international organizations and development agencies.
• 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.
• Good command of English and French, both orally and in writing.
• Applicants must hold the nationality of a member state of the UfM.

DESIRABLE QUALIFICATIONS
• Knowledge of and/or experience in Mediterranean countries.
• Expertise in EU Procurement rules.
• Specialization in a relevant discipline for the division’s activity and/or a post-graduate degree.
• High knowledge of the Euro-Mediterranean Higher Education and Research framework.
• Knowledge of Arabic and/or other languages from UfM countries.

2. **Submission of applications:**
   Please read carefully the following information and send a complete application in English to the following address: hr@ufmsecretariat.org.
   The complete application includes:
   • A detailed curriculum vitae in English clearly elaborating educational and professional experience.
   • A motivation letter in English 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 if not specified in the Vacancy Notice.

3. **Submission Date:**
   Complete applications must be submitted by January 15th, 2013 (midnight, European time, GMT+1)