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

CALL FOR CANDIDATURES: Project Manager (UfM/IP/2012/005)

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.

Job description			
Job Title:	Project Manager	Reports to:	DSG Social & Civil Affairs
Division/Area:	Social & Civil Affairs		

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 social and civil affairs - 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.
- 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.
- Experience in working with development projects funded by international organizations and

development agencies, as well as in dealing with governments and civil society.

- 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.
- 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)