

CALL FOR CANDIDATURES: Head of Sector for Economic Development and Employment

UfM/FT/2022/001

1. Subject:

The UfM Secretariat is seeking to incorporate a Head of Sector at its headquarters in Barcelona, to enhance the work of the Economic Development and Employment Division notably in the areas of economic regional integration and digital transformation. Below is the job description, detailing the responsibilities and required skills and qualifications.

| Job description / Head of Sector for Economic Development & Employment | | | |
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| Job Title: | Head of Sector for Economic Development and Employment | Category, conditions: | Contracted Staff, 3 years contract , possibility of a 3 years' extension, following performance, applicable regulations and budget appropriations. 6 months' probation period. |
| Division: | Economic Development and Employment (EDE) | Post Classification: | PM.1. Manager |
| Reports to: | Deputy Secretary General | Gross Annual Salary Range | 60.000 Euros – 75.000 Euros |
| SUMMARY | | | |
| Under the supervision of the Deputy Secretary General the Head of Sector EDE will be responsible for managing the economic regional integration and digital transformation portfolios, including the development of relevant reports and studies, activities and events, and partnership agreements. The Head of Sector EDE will support on other areas of priority including jobs, trade, investment, etc. Also carry out all aspects of procurements processes related to the sector of intervention (drafting ToRs, launching tender..). | | | |
| PRIMARY RESPONSIBILITIES | | | |
| <ul style="list-style-type: none">• Contributes to the development and implementation of the portfolios of economic regional integration and digital transformation in the UfM Secretariat, and assists with the work of Economic Development and Employment on other areas of priority.• Contributes to the Work Programme of the Economic Development and Employment Division through designing, planning and implementing pertinent events and activities in partnership with relevant entities and stakeholders.• Follows up on the recommendations and deliverables of the EDE activities in timely and structured manner. | | | |

- Implements the mandates of the UfM Ministerial Declarations and pertinent UfM Regional Platforms of dialogue.
- Manages the successive editions of the UfM Progress Report on Regional Integration.
- Liaises with other regional and sub-regional frameworks of economic integration and of digital transformation within and beyond the UfM Region in order to build synergies and seek complementarities.
- Participates at meetings and performs missions in the countries of the region as requested.
- Contributes to the preparation of UfM meetings, high-level visits, missions and events in the sectors of intervention as requested.
- Responsible of the main themes and related emerging dossiers, provides expert inputs to documents and papers, ensures regular inputs within the overall frame of the UfM.
- Carries out the preparatory aspects of procurement processes as and if needed (drafting Terms of References, etc.); conducts evaluations and assessment of results; contributes to the production of information and communication tools in the areas of intervention.
- Consults and reports on a continuous basis to the UfM Deputy Secretary General for Economic Development and Employment.
- Other related tasks as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Master's Degree in Economics, Finance, or other relevant discipline.
- Minimum 8 years of experience in the field related at international level.
- Minimum 5 years of experience in project and/or portfolio management.
- Deep experience at the international level and in the related field. Several years of experience in the economic and financial domains. Previous experience in monitoring, drafting and reporting projects and Grants.
- Experience in working with development projects funded by international organizations and development agencies.
- Knowledge of the Euro-Mediterranean economic outlook is a plus.
- Knowledge of and/or experience in Mediterranean countries is a plus.
- Expertise in EU Procurement rules is a plus.
- 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.

LANGUAGES

Excellent command of English and one of the two other official working languages (Arabic or French), orally and in writing. Knowledge of other languages from UFM countries is a plus.

2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- **A detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv".**
- **A motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**

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.

3. Submission Date:

Complete applications must be submitted by 6th of June 2022 (midnight, European time, GMT+1).

4. Conditions:

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a different grade and/or step than the ones advertised in the above call for candidatures.

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