



CALL FOR CANDIDATURES: Programme Manager – Maternity absence replacement (UfM/IP/2017/003)

1. Subject:

The UfMS is seeking to incorporate a Programme Manager at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Vacancy announcement - Temporary position			
Job description			
Job Title:	Programme Manager – Maternity absence replacement	Reports to:	Special Counsellor to the Secretary Gen on Higher Education and Research
Division:	Higher Education and Research (HER)	V.A No:	UfM/IP/2017/003
Indicative gross annual remuneration	EUR [60.000-72.000]	Category of staff and conditions	International / Temporary position /Replacement of staff member during maternity absence - 6 months
SUMMARY			
<p>Under the supervision of the Special Counsellor to the UfM Secretary General on Higher Education and Research and within the team composing the Higher Education and Research Division, the programme manager will assist in carrying out the Division's Work Programme mainly by pursuing the development of the UfM agenda and regional strategy on academic mobility and higher education internationalisation, monitoring and assisting promoters in the development of UfM labelled projects in the sector and following-up on the advancement of new projects in the pipeline.</p> <p>A knowledge about development cooperation and higher education is needed, with relevant experience in managing international projects in this sector.</p> <p>Immediate availability is required.</p> <p>The activities of the UfM Secretariat in the area of Higher Education and Research (HER) aim to contribute to the global development agenda, in particular to the 2030 Sustainable Development Goal (SDG) 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all and SDG 8-6: Reduce the proportion of youth not in employment, education or training (NEETs) as well as to all SDGs where the R&I dimension plays a crucial role in their successful achievement.</p> <p>The UfM agenda in the field of Higher Education and Research is based on and linked to the Mediterranean policy frameworks in place:</p> <ul style="list-style-type: none">○ The UfM roadmap for action (23 January 2017);			



- Several Ministerial Declarations: on Research & Innovation (Valletta, 3-4 March 2017); on Education for Sustainable Development (Nicosia, 8-9 December 2016); on Employment and Labour (Dead Sea, 27 September 2016); on a Euro-Mediterranean HER area (Cairo, 18 June 2007) and all UfM sectorial Ministerial Declarations bearing a strong R&I component such as the one on Water (Valletta, 27 April 2017) and on Blue Economy (Brussels, 17 November 2015);
- The review of the European Neighbourhood Policy (18 November 2015).

PRIMARY RESPONSIBILITIES

- To contribute to the implementation of the HER Division's annual Work Programme.
- To advance the development of a UfM regional strategy on academic mobility and higher education internationalization in the Euro-Mediterranean region, in close cooperation with the external consultants contracted by the UfM Secretariat and with all relevant stakeholders (UfM Member States, European Commission, international organizations, national agencies, donors, university networks, student networks, etc.).
- To prepare the terms of reference for the development of a UfM regional strategy on vocational training in the Euro-Mediterranean region in close cooperation with all relevant stakeholders (UfM Member States, European Commission, European Training Foundation, international organizations, donors, etc.).
- To assist the promoters of two UfM labelled projects in their development/upscaling, outreach and fundraising efforts and report about their activities and progress in the UfM project monitoring system:
 - HOMERe (Mediterranean internship programme):
- Take any relevant actions which can contribute to help the promoter in the smooth implementation of the second phase (2018-2020) of the project, and in particular with regard to:
 - the finalisation by the beginning of December 2017 of a strategic document presenting the partners, objectives, activities, beneficiaries, outputs, calendar and budget of the project for 2018-2020;
 - the scaling up of the number of student beneficiaries/hosting companies/involved countries;
 - the identification of relevant funding opportunities for the project to be shared with the promoter;
 - the maintenance of regular contacts with the promoter for answering questions, following-up on the implementation of the project.
- Draft by the beginning of December 2017 the UfM internal progress report for the project for 2017 second semester, validate it with the acting Deputy Secretary General of the HER Division and upload it in the UfM project monitoring system.

Eastern Mediterranean International School:



- Take any relevant actions which can contribute to help the promoter in the smooth implementation of the second phase (2018-2020) of the project, and in particular with regard to:
 - promote the call for student applications for 2018-2019 to a larger audience from UfM interested countries,
 - identify potential donors and assisting the promoter in approaching donors for scholarships,
 - intermediate with universities from the Euro-Mediterranean region to promote EMIS graduates' profiles,
 - contribute to the sustainability of the YOCOPAS process which aimed at creating a platform bringing together international students empowering them to emerge as leaders and social entrepreneurs in their communities;
 - explore, jointly with the lead project manager from the SCA Division, the possible participation of an EMIS delegation to the 2018 edition of DIA MED, the Model UfM educational simulation model
- Draft by the beginning of December 2017 the UfM internal progress report for the project for 2017 second semester, validate it with the acting Deputy Secretary General of the HER Division and upload it in the UfM project monitoring system.
- To follow-up in close cooperation with the promoter and with relevant UfM colleagues the preparation of two projects in the pipeline for UfM labelling (“Blue Jobs and Growth in the Mediterranean area throughout Enhancing Skills and Developing Capacities” (BLUMES) and “Implementing a Rapid Response Mechanism for Higher Education in Emergencies in the Euro-Med region”): support project promoter throughout all stages of the UfM project life cycle including completion of the financing plan, finalisation of the template, labelling process, preparation of implementation; produce documents about the projects upon internal demand (concept notes, snapshots, ppt slides, webnews...).
- To follow-up, in continuation consultation and close relation with the Water and Environment Division, the advancement of regional processes and projects in the fields of education on sustainable development (meetings, preparation of projects) and blue economy research and innovation (follow-up on the achievements of a technical assistance, contribution of the UfM to the preparation of the GFCM Fisheries Science Forum in 2018, etc.).
- To contribute, in close cooperation with the other members of the HER Division, to the preparation of a joint event UfM Secretariat/DG Research and Innovation on disseminating Horizon 2020 opportunities to Euro-Mediterranean relevant stakeholders (research community, etc.) to be held in the first semester of 2018.
- To contribute, in close cooperation with other colleagues, to the preparation of an academic conference on migration to be held in Barcelona in the first semester of 2018.
- To follow-up, in close cooperation with the other members of the HER Division, the consolidation of relations and joint activities with the Euro-Mediterranean networks of universities (UNIMED, etc.), academies of science, etc.



- To produce/contribute on - upon demand of the cabinet, internal departments, other divisions - concept notes, thematic briefings, speeches, communication tools, etc.
- To participate to field missions in the Euro-Med region when required (visit to projects, working meetings, etc.).
- To actively participate to transversal activities of the UfM Secretariat (internal meetings, preparation of relevant UfM events, etc.) when required.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS

- Be national of a UfM Member State.
- Master Degree in political science, international relations, socio-economics or associated fields (education, humanitarian studies, etc.).
- Professional experience in international cooperation and project management.
- Professional experience in the higher education sector and knowledge of international issues related to the sector (mobility, recognition, quality assurance, etc.).
- Excellent analytical, drafting and reporting skills.
- Strong and effective team working and communication skills.
- Ability to work in autonomy.
- Professional discretion, tact and sense of diplomacy.
- Excellent command of English and French, both orally and in writing.
- Computer literacy in MS office tools.
- Immediate availability.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or professional experience in Southern Mediterranean countries.
- Knowledge of the Euro-Mediterranean region's specific context and challenges.
- Knowledge of and/or professional experience in the sector of vocational education and training.
- Knowledge of EU external policies and instruments.
- Knowledge of other languages of UfM countries (Arabic, Spanish, etc.).
- Professional experience in an intercultural environment.
- Adaptability.



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2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address: hr.recruitment@ufmsecretariat.org .

The completed application includes:

- A detailed **curriculum vitae** in **English** clearly elaborating educational and professional experience
- A **cover 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 ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage if not specified in the Vacancy Notice.

3. Submission Date:

Completed applications must be submitted by 4th November, **2017** (midnight, European time, GMT+1).