



## CALL FOR CANDIDATURES: Events Assistant - UfM/LP/2018/003

### 1. Subject:

The UfMS is seeking to incorporate an Event Assistant in the Corporate and Services Support Unit at its headquarters in Barcelona from an UfM member state. Below is the common job description, detailing the responsibilities and required skills and qualifications.

| JOB DESCRIPTION  |                        |                                       |   |
|--|------------------------|---------------------------------------|---|
| <b>Job Title:</b>  | Event Assistant        | <b>Reports to:</b>                    | Head of Corporate and Service Support   |
| <b>Department:</b>   | Legal & Administration | <b>Number:</b>                        | 1 post  |
| <b>Indicative gross annual remuneration:</b>   | EUR (28.440- 36.000)   | <b>Type of Contract and Duration:</b> | Local staff<br>Temporary (one year contract, renewable) (3 to 6 months' probation period) |
| <b>SUMMARY</b>   |                        |                                       |   |
| <p>Under the supervision of the Head of Corporate and Services Support Unit, the Event will be responsible for supporting the provision of operational and logistical services in the Legal and Administration Department ensuring high quality, accuracy and consistency of work.</p> <p>He/she will assist in managing the various events and initiatives carried out by the UfM. The events organised by the UfM will include: Organisation of regular UfM Senior Officials Meetings; High-level conferences and events in coordination with the Divisions; Technical Workshops/Seminars in coordination with the Divisions; Launching/Inauguration of projects promoted by the UfM.</p> <p>She/he promotes a client-oriented approach consistent with UfMS rules and regulations. The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UfMS.</p> |                        |                                       |   |
| <b>PRIMARY RESPONSIBILITIES</b>  |                        |                                       |   |
| <p>Event organisation and management:</p> <ul style="list-style-type: none"><li>• Assistance in the management of the UfM local and international events</li><li>• Meetings and Small Events</li><li>• UfM Senior Officials Meetings</li><li>• Major UFM events</li><li>• Coordinate the UfM calendar of events</li><li>• Contract management (public tenders)</li><li>• Collect appropriate data from the events, photographs, videos, etc.</li><li>• Assist in the protocol and security matters</li><li>• Create and update database of templates for events</li></ul>  |                        |                                       |   |



- Process requests for events launching within applicable internal process
- Coordinate logistical and operational tasks related to events organisation
- Assist in managing public procurement procedures and related requests.
- Use internal IT tools to help with the implementation of FWC contract of event management.

**Other operational, logistical and administrative duties as assigned supporting the Legal and Administration Department.**

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### **Academic background:**

- University (Bachelors) degree in event management/conference organisation, business administration, or related field as minimum requirement.

##### **Professional requirements:**

- Job-related experience: at least 2 years (minimum requirement).
- International experience, particularly in international organizations would be an advantage.

##### **Competences:**

- Handling Information: Ability to handle information, written and oral, in an authoritative and secure manner, employing appropriate technologies and processes.
- Team Orientation: Ability to work co-operatively and effectively with others in an international, multi-cultural environment including information sharing and mutual help.
- Adaptability/Flexibility: Ability to accept and succeed in new roles, work arrangements and methodologies. Desire to learn, improve and innovate – interest in new ways/situations.
- High-level of accuracy and attention to details.

##### **Languages**

- An excellent written and oral command in English is a minimum requirement.
- Good command of Arabic, French or Spanish would be a strong asset.

## **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](mailto:hr.recruitment@ufmsecretariat.org)

The complete application includes:

- A **detailed curriculum vitae in English (pdf format only)**
- A **motivation letter in English in a separate document (pdf format only)** including a clear mention of the profile applied for.

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.



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الإتحاد من أجل المتوسط

### **3. Submission Date:**

Complete applications must be submitted by **Friday 9<sup>th</sup> of February 2018 (before midnight, European time, GMT+1)**.

Only shortlisted candidates will be contacted for interviews.

We can only consider applications from nationals of UFMS Member States.