



CALL FOR CANDIDATURES: Project Analyst - Higher Education and Research - UfM/LP/2019/003

1. Subject:

The UfMS is seeking to incorporate a Project Analyst in the Division of Higher Education and Research 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 – Project Analyst – Higher Education and Research			
Job Title	Project Analyst	Reports to	Deputy Secretary General (DSG) Higher Education and Research
Division	Higher Education and Research	Staff Category Conditions	Contracted Post Classification: Analyst Gross Salary Range: 43.000 Euros Contract of 3 years, with a possibility of extensions up to 3 additional years, following performance, applicable regulations and budget appropriations. 6 months' probation period.
SUMMARY			
<p>Under the supervision of the DSG Advisor, the project analyst will assist colleagues in carrying out the Division's Work Plan on Higher Education and Research by working on content, events, projects and supporting the improvement of project processes. The position implies transversal support to the Division as well as activities planning, reporting, project monitoring, drafting of documents and communication support.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Deputy Secretary General/Advisor, and according to priorities of the Division, he/she will:</p> <ul style="list-style-type: none">• Draft or contribute to the drafting of notes, background papers, talking points, administrative agreements (...)• Support in the technical preparation and operational follow-up of UfM regional meetings and events (policy dialogue platforms, conferences, seminars, workshops, expert meetings) organized or co-organized in the sector;• Back office management to support the Platforms and Working groups on the relevant thematic;• Contribute to the organization and related tasks of other meetings and events of the Division with partners and external stakeholders;			



- Contribute to the production of reports, information and communication tools in the areas of intervention (web news, etc.);
- Assist the Communication Department with regard to messaging and substance when developing material related to the Division's activities, initiatives and projects;
- Coordinate the design, content creation and e-mailing of newsletters on Euro-Mediterranean cooperation on the relevant thematic as well as on crosscutting related issue;
- Contribution in technical assistance operations and processes i.e. monitor performance and carry out all aspects of related public procurement process;
- Assist in developing terms of reference for studies/technical assistance missions linked to project;
- Contribute to operational reporting and follow up on sectorial budgetary allocation;

In addition, he/she might be asked to:

- Support in planning of activities and scheduling for the Division;
- Assist the Division according to any other additional duties and needs as assigned;

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS

- Degree (Master) in Social Sciences, Education, Political Science, International Relations or equivalent;
- Minimum of 5 years of experience relevant to the duties described above, preferably gained in an international / intergovernmental organization;
- Minimum of 3 years of experience in project management, preferably gained in international / intergovernmental organizations;
- Good knowledge of the Higher Education and interest for the Higher Education and Research field (Higher Education, Research, Vocational Training...);
- Capacity to work in autonomy and to deliver on time,
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills.
- Good command of Microsoft Office®;
- Hold the nationality of a Member State of the UfM.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.



LANGUAGES

Minimum Requirements: Excellent level in English and in another UfM working language (French, Spanish or Arabic).

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.
- A **motivation letter in English (pdf version only)** 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.

3. Submission Date:

Complete applications must be submitted by **Tuesday 19th of March 2019 (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.