



CALL FOR CANDIDATURES: Professional Assistant BD UfM/LP/2018/006

(External)

1. Subject:

The UfMS is seeking to incorporate a Professional Assistant (Business Development Division) at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Professional Assistant	Reports to:	DSG/ Division
Division:	Business Development (BD)	Staff category and conditions:	Local Staff – Assistant 36.000 Euros (annual gross salary) 1-year contract (renewable following performance and budget appropriation) between 3 to 6 months' probation period
SUMMARY			
To provide secretarial and administrative support to the Division.			
PRIMARY RESPONSIBILITIES			
Under the supervision of the Deputy Secretary General (DSG), support the Division in fostering regional dialogue and promoting regional projects in the field of Business Development:			
1. Providing general support to the DSG and Division Staff in administrative matters:			
<ul style="list-style-type: none">Organizing and maintaining diaries and making appointmentsPreparing mission/payment/event/procurement requestsPreparing working missions (arranging travel, accommodation, visas, etc.)Organizing and maintaining files and records, database of contacts, etc.Meeting and greeting visitors at all levels of seniorityDealing with incoming telephone calls, emails, faxes and post, screening enquiries and requests and handling them as appropriatePreparing and organizing meetings and events with internal staff and/or with external stakeholders, in coordination with the Communication & Events Department, and when appropriate with the event company and providersProviding general assistance during presentationsLiaising with other Divisions and Departments of the UfM Secretariat			



2. Providing general support to the DSG and Division Staff in operational matters:

- Attending meetings and taking minutes
- Providing support in preparing the Work Programme, Activity reports and Budget of the Division
- Preparing communication material related to the Division's projects and activities with regard to messaging and substance, when necessary in coordination with the Communication Department, including drafting news and articles for the UfMS website
- Producing preparatory documents for meetings and missions, including presentations
- Conducting research and compiling data
- Translation and proofreading of documents/articles

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Bachelor's Degree in Communication, Social Sciences, Business Administration or equivalent
- Excellent computer literacy
- Excellent organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision
- Excellent communication skills, both verbal and written
- Professional secretarial skills
- Proven ability to work under pressure and to tight deadlines
- High-level of accuracy and attention to detail

Desirable requirements:

- 3 years PA/secretarial experience at a senior level would be desirable
- Experience in working within an international environment, ideally an international organization and/or private sector multinational entity.

LANGUAGES

- Fluency in English, both orally and in writing.
- Good command of any other UfM language would be considered as an asset.



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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 complete application includes:

- 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 **Wednesday 14th of March 2018 (midnight, European time, GMT+1)**