



CALL FOR CANDIDATURES *ref. UfM/FT/2020/003:*

Professional Assistant Economic Development and Employment (EDE) and Social and Civil Affairs (SCA)

1. Subject:

The UfM is seeking to incorporate a Professional Assistant (Economic Development and Employment & Social and Civil Affairs Divisions) 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:	2 DSGs (1 DSG per Division)
Divisions:	Economic Development and Employment (EDE) and Social and Civil Affairs (SCA)	Staff category and conditions	Contracted Staff – Assistant 36.000 Euros (annual gross salary) 3-years contract (renewable following performance and budget appropriation) 6 months' probation period
SUMMARY			
To provide secretarial and administrative support to the Divisions.			
PRIMARY RESPONSIBILITIES			
Under the supervision of two Deputy Secretaries General (DSGs), support the Divisions in fostering regional dialogue and promoting regional projects in the field of Economic Development and Employment and Social and Civil Affairs:			
1. Providing general support to the DSGs and Divisions' Staff in administrative matters:			
<ul style="list-style-type: none">• Organizing and maintaining diaries and making appointments• Preparing missions/payment/events/procurement requests• Preparing 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 seniority• Dealing with incoming telephone calls, emails, faxes and post, screening enquiries and requests and handling them as appropriate• Preparing 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 providers			



- Providing general assistance during presentations
- Liaising with other Divisions and Departments of the UfM Secretariat

2. Providing general support to the DSGs and Divisions' Staff in operational matters:

- Attending meetings and taking minutes
- Providing support in preparing the Work Programmes, Activity reports and Budget of the Divisions
- Preparing communication material related to the Divisions' 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

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

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.

IMPORTANT:

In case of technical issue arising while submitting your application, please send an e-mail to hr.recruitment@ufmsecretariat.org (which subject should be the reference of the position for which you are applying for) and attach your CV + cover letter in English.

3. Submission Date:

Complete applications must be submitted by **February, 4th, 2021 (midnight, European time, GMT+1)**.

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