



CALL FOR CANDIDATURES: Project Analyst Urban Development UfM/LP/2018/05 (internal and external candidates)

1. Subject:

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

Job description			
Job Title:	Project Analyst	Reports to:	Deputy Secretary General of Transport and Urban Development Division
Division:	Transport and Urban Development (TUD)	Staff category and conditions	Local staff 43.000 Euros (annual gross salary) 1-year contract (renewable following performance and budget appropriation), between 3 to 6 months' probation period
SUMMARY			
<p>Under the supervision of the DSG and project managers, the project analyst will assist in carrying out the Division's Work Plan on Urban Development by working on project coordination and supporting the improvement of project processes. The position implies tasks of project monitoring, coordination and communication.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Deputy Secretary General, and according to priorities of the Division, he/she will:</p> <ul style="list-style-type: none">• Support in the technical preparation and operational follow-up of the UfM Regional Platform on Sustainable Urban Development and its thematic Working Groups, as well as of the UfM-IFIs Project Committee;• Assist in identification of projects, initiatives and contribute in the development of project proposals;• Report on project progress, problems and contribute to proposed solutions;• Contribute to the production of reports, information and communication tools in the areas of intervention;• Back office management to support the Platform and Working groups on Urban Development;• Assist in developing terms of reference for studies/technical assistance missions linked to project work;• Manage external consultants, monitor performance and carry out all aspects of related procurement processes;• Contribute to the organization of other meetings and events of the Division with partners and external stakeholders;• Assist the Communication Department when developing material related to the Division's activities, initiatives and projects in Urban Development with regard to messaging and substance;			



- Coordinate the design, content creation and e-mailing of newsletters on Euro-Mediterranean Cooperation on Sustainable Urban Development as well as on crosscutting issues including Transport related issues.

In addition, he/she might be asked to:

- Support in planning of activities, identification of priorities and scheduling for the Division;
- Assist the Division according to any other additional demands and needs;

Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential minimum requirements

- University degree in Urban Studies or similar, in Politics and International Relations, Social Sciences or equivalent;
- Minimum of 3 years of experience relevant to the duties described above, preferably gained in international / intergovernmental organizations;
- Good expertise in the field of sustainable urban development;
- 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®;
- Good command of English and French, both orally and in writing;
- 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.



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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)**.