



CALL FOR CANDIDATURES: Project Analyst

(Directorate for Operations and Partnerships - DOP) UfM/LP/2018/016

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:	Executive Director of DOP
Division	Directorate for Operations and Partnerships	Category Salary Range	Contracted 43.000 Euros gross 3 years contract, (6 month notice period).
SUMMARY			
<p>Under the supervision of the Executive Director of DOP, the project analyst will assist in carrying out the Directorate's mandate by working on project coordination, supporting the improvement of project processes and advising on the appraisal, funding and implementation of flagship regional projects and initiatives pertaining to the different sectors of intervention of the Secretariat for the Union of the Mediterranean. The position implies tasks of project analysis, including financial sustainability, cross-sectoral coordination, analytical work, information sharing and strategic forecast.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Executive Director of DOP, and according to the annual Work Plans and priorities of the Directorate for Operations and Partnerships, he/she will:</p> <ul style="list-style-type: none">• Contribute to working methods with regard to all phases of project work, by:<ul style="list-style-type: none">○ cooperating with sectoral Divisions of the Secretariat, sharing experiences and promoting best practices,○ helping to ensure coherence and synergies between initiatives of the UfM Secretariat related to projects in different fields of action (ranging from social to economic and infrastructure sectors), as well as with relevant activities of key external partners,○ assisting the Divisions of the Secretariat according to their demands and needs on project development, as well as throughout the labelling process,○ interacting with Divisions and advising on quality and relevance of projects in different sectors, including ones regarding financing plans,			



- contributing to prepare meetings and committees related to the UfMS internal project processes: Peer Review, Project Committee, Funding Task-Force, bi-annual meetings on projects progress (prepare agendas and documents, draft minutes of meetings, liaise and coordinate with Divisions, monitor follow-up).
- supporting Divisions in the application of internal project working methods, in particular the implementation of the UfMS Project Manual procedures and efficient use of the Project Monitoring Tool,
- assisting in overall monitoring and reporting on internal project work (project pipeline, forecasts, fundraising and funding state of play, statistics/indicators on projects, etc.),
- assisting the Communication Department when developing material related to UfMS projects with regards to messaging and substance,
- Contributing and actively engaging in any reflection on improvement of working methods and concepts.
- Assist in the development of the UfM Secretariat's **funding strategy**; support implementation of strategic partnerships with private potential funders and bi-multilateral international donors/IFIs and liaise with the Divisions accordingly; ; contribute to any reflection on innovative financing.
- Contribute to **transversal coordination activities**, such as annual UfMS Work Programmes, annual UfMS Activity Reports, and other horizontal coordination tasks.
- Contribute to the roll out of the **UfM private sector strategy** when related to transversal activities falling under Project' Directorate responsibility.
- Contribute to activities in **transversal fields** such as youth, employment, investment promotion, or any other cross cutting issue of relevance for the work of DOP.

In addition, he/she will be asked to:

- Assist in developing terms of reference for **studies/technical assistance** missions linked to project work or other cross-cutting analysis linked to the work of the Secretariat; manage external consultants, monitor performance and carry out all aspects of related procurement processes.
- Assist in the **planning of activities**, identification of priorities and scheduling for the DOP.
- **Present**, under the supervision of the Executive Director, the work of the **UfM Secretariat** on projects to **external partners**.
- Contribute to the **preparation of UfMS meetings**, missions, and high-level visits and events.

Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

- Master Degree in Economics, Political or Social sciences or equivalent field.
- Minimum 5 years of experience relevant to the duties described above.



- Experience in cooperation projects funded by international organizations or development agencies.
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Polyvalent as regards fields of expertise.
- Planning and organizational skills.
- Computer literacy in MS office tools.
- Excellent communication, drafting and reporting skills.
- Good command of English and French, both orally and in writing.
- Applicants must hold the nationality of a member State of the UfM.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries.
- Expertise in EU Procurement rules.
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.
- Knowledge of Arabic and/or other languages of UfM countries.

Submission of applications

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** clearly elaborating educational and professional Experience relevant for the position.
- A **motivation letter in English** 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 25th of September 2018 (midnight, European time, GMT+1)**