



Call for expression of interest

1. Subject:

The UfMS is launching a call for expressions of interest for Professional Assistants and Project Analysts within the Secretariat of the Union for the Mediterranean, which has its headquarters in Barcelona. Individuals interested in presenting a candidacy must come from a UfM Member State. Below is the job description, detailing the responsibilities and required skills and qualifications for each.

2. Submission of expression of interest:

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 (specifying in the subject the position you are applying for) and attach your CV + cover letter in English.

The purpose of this Call for expression of interest is to identify the potential candidates that would be interested to join the UfM Secretariat (UfMS).

UfMS will establish a list of potential candidates consisting of applicants that have successfully passed pre-selections steps organized by the UfMS HR Section and whose names are placed on the reserve lists valid to be used later on when vacancies will be opened. The UfMS list of potential candidates successful with the pre-selection will remain valid for a period of 3 years. However, candidates should note that inclusion in the UfMS list of potential candidates (pre-selected candidates) does not guarantee recruitment. It is important to bear in mind as well that all the vacant positions at UfMS are subject to



the availability of Budget and Posts in the staffing plan and Catalogue of posts as decided by the UfMS governance.

After inclusion in the list of pre-selected candidates and as soon as the need of a specific profile arises in the any division at the UfMS and a vacancy opened, only those candidates who have the best profiles for the specific position will be contacted and, if appropriate, invited to an interview, and, if selected, offered a Contract in line with applicable Staff Regulations and their Implementing Rules.

Your expression of interest will remain in our database. Should there be an opportunity for which you meet the qualification requirements, you will be contacted.

Important: As long as the candidates are not contacted, they are kindly asked not to request any additional information about the status of their application.

We can only consider applications from nationals of UfM Member States. As UfM is an international organization, non-EU citizens selected candidates will need to pass through the visa procedure before starting.

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



1. Professional Assistant

Job description			
Job title:	Professional Assistant	Reports to:	DSG/Division
Division:	All Divisions	Gross annual remuneration:	EUR 36.000
SUMMARY			
<p>Under the supervision of the DSG/Division, the Professional Assistant will provide secretarial and administrative support for the activities of the Division.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Deputy Secretary General (DSG)/Division, the Professional Assistant will support the Division in fostering regional dialogue and promoting regional projects:</p>			
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 appointments• Preparing mission/payment/event/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 DSG and Division Staff in operational matters:			
<ul style="list-style-type: none">• 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 organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision
- Professional secretarial skills
- Proven ability to work under pressure and to tight deadlines
- High-level of accuracy and attention to detail
- Excellent communication skills, both verbal and written;
- Good command of Microsoft Office®;
- Hold the nationality of a Member State of the UfM;
- **Immediate availability**

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 is mandatory. Good command of Spanish is desirable and other UfM languages would be considered as a strong asset (French and Arabic).



2. Project Analyst

Job description			
Job title:	Project Analyst	Reports to:	DSG/Division
Division:	All Divisions	Gross annual remuneration:	EUR 43.000
SUMMARY			
<p>Under the supervision of the DSG and project managers (if any), the Project Analyst will assist in carrying out the Division's Work Plan 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 DSG/Division, the Project Analyst will assist colleagues in carrying out the Division's Work Plan 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>			
QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:			
<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

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
- 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
- **Immediate availability**

Desirable requirements:

- Knowledge of and/or experience in one or more Euro-Mediterranean countries
- Experience in working within an international environment, ideally an international organization and/or private sector multinational entity

LANGUAGES

Fluency in English is mandatory. Good command of Spanish is desirable and other UfM languages would be considered as a strong asset (French and Arabic).