



## CALL FOR CANDIDATURES: Energy Project Manager - UfM/LP/2019/002

### 1. Subject:

The UfMS is seeking to incorporate an Energy Project Manager in the Division of Energy and Climate Action at its headquarters in Barcelona from an UfM member state. Below is the common job description, detailing the responsibilities and required skills and qualifications.

Job Description – Energy Project Manager – Update: 25-Jan-19			
<b>Job Title</b>	Energy Project Manager	<b>Reports to</b>	Deputy Secretary General (DSG) Energy and Climate Action
<b>Division</b>	Energy and Climate Action	<b>Staff Category</b> <b>Conditions</b>	Contracted Post Classification: Manager/Expert Gross Salary Range: 60.000 -70.664 Euros Contract of 3 years, with a possibility of extensions up to 3 years extension, following performance, applicable regulations and budget appropriations. 6 months' probation period.
<b>SUMMARY</b>			
<p><i>The Project Manager in the fields of Energy will assist the DSG in implementing the Division's Work Programme. - namely in the area of Energy focusing on energy transition issues by advising on and managing the <b>appraisal, preparation, funding and implementation of multi-dimensional regional projects, regional policy dialogue, initiatives and / or activities pertaining to the division's areas of intervention.</b> He/she will be part of a team of 3 to 5 members of staff to implement the objectives and work plans.</i></p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Animate the regional dialogue on energy, especially through the implementation of the work program and by particularly engaging cross cutting activities, joining climate change priorities</li><li>• Take the lead in building strategic partnerships to ensure funding in close cooperation with promoters;</li><li>• Monitor developments/ international negotiations in the sector of intervention, propose relevant initiatives and reports on sector issues;</li><li>• Participate in relevant project and sector meeting and contribute to the preparation of UfMS relevant sectorial meetings and high level visits;</li><li>• Drafting concept notes, policy papers and speeches for the Secretariat when needed;</li><li>• Identify and make proposals for potential regional projects, initiatives and activities in close cooperation with the promoters aiming at supporting the implementation of a regional agenda on energy:</li></ul>			



- Monitor and assess project work plans and progress; conduct evaluations and assessment of results including reporting on project problems and proposed solutions;
- Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.);
- Manage external consultants, monitor performance, review outputs and recommend and carry out corrective action when needed.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

### ESSENTIAL MINIMUM REQUIREMENTS

- Master Degree in Environmental Science, Political Science or any other related field;
- Minimum of **8 years'** experience relevant to the duties described above;
- Minimum of **5 years'** experience in project management;
- Experience in the field of energy and related innovation would be a strong advantage;
- Good knowledge of the region (political, social and economic aspects);
- Strong drafting, communication and analytical skills combined with sound judgement; critical thinking and problem solving skills;
- Strategic, negotiation and organizational skills;
- Excellent communication skills in a complex, multicultural and diplomatic environment;
- Demonstrated ability to develop and maintain productive and professional relationships (policy dialogue) with government counterparts (both at national and regional level);
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook.

### DESIRABLE QUALIFICATIONS

- Previous experience in the area of the Union for the Mediterranean or in an international intergovernmental organization would constitute an advantage.
- Detail-orientated and ability to meet deadlines.
- Specialization in a relevant discipline for the division's activity.
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

## LANGUAGES

**Minimum Requirements:** Excellent level in English and in another UfM working language (French, Spanish or Arabic). Knowledge of other languages of UfM countries is considered an advantage.

## 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](mailto:hr.recruitment@ufmsecretariat.org)



Union pour la Méditerranée  
Union for the Mediterranean  
الإتحاد من أجل المتوسط

The complete application includes:

- A **detailed curriculum vitae in English (pdf format only)**
- A **motivation letter in English in a separate document (pdf format only)** including a clear mention of the profile applied for.

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 **the 4<sup>th</sup> March of 2019 (before midnight, European time, GMT+1)**.

Only shortlisted candidates will be contacted for interviews.

We can only consider applications from nationals of UFMS Member States.