



## CALL FOR CANDIDATURES: Project/Partnerships Analyst

**Ref. UfM/FT/2020/002**

### 1. Subject:

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

Job description – Project/Partnerships Analyst			
<b>Job Title:</b>	Project/Partnerships Analyst	<b>Category, conditions*:</b>	Contracted Staff, 3 years (6 months' probation period)
<b>Division/Department:</b>	Directorate of Operations Partnerships	<b>Post Classification:</b>	CS.3 Analyst
<b>Reports to:</b>	Executive Director of DOP	<b>Gross Salary:</b>	43.000€ annual

### SUMMARY

Under the supervision of the Executive Director of DOP, the project/partnerships analyst will provide assistance in carrying out the sound implementation of cooperation agreements supporting the execution and strengthening of the UfM core activities of regional policy dialogue. In particular, the incumbent will contribute to the follow up and monitoring of the cooperation agreement with SIDA in part time scheme.

She/he will support the efficient planning and implementation of cooperation agreements by promoting the coordination between all relevant stakeholders and by ensuring the monitoring and the consolidation of the operational and financial reports.

These tasks will be performed in close articulation with the Thematic Divisions and with the transversal support entities. A sound coordination and monitoring of the annual Work Programme of the Secretariat is expected in order to foster the partnerships between the UfM and external actors, in particular, the financial operational ones and to support the implementation of the UfM fundraising strategy.

The Project/Partnership analyst will also contribute to working methods with regards to all phases of project work and actively engage in any reflection their improvement.

### PRIMARY RESPONSIBILITIES

#### **Coordination and Monitoring of the implementation of partnership agreements:**

- Coordinate with the involved Thematic Divisions to closely monitor ongoing activities, resources consumption and communication efforts on a continuous basis;
- Consolidate reports and Divisions' inputs; analyze global overviews; provide forecasts of upcoming periods and deliver recommendations to the hierarchy;

- Contribute under the supervision of the Executive Director to the follow up, monitoring and reporting of the cooperation agreement with SIDA;
- In coordination with the Finance and Contracts Unit, prepare annual work plans, budgets, relevant financial information, inputs on programmes implementation for the purpose of internal monitoring, annual auditing and audited financial reports submission;
- Prepare narrative reports on consultation meetings with partners, on programmes implementation and related indicators;
- Ensure regular contacts with Development Agencies as relevant.

**Contribute to working methods with regards to all phases of project work:**

- Cooperate with Thematic Divisions, sharing experiences and promoting best practices;
- Help in ensuring 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;
- Assist in overall monitoring and reporting on internal project work (project pipeline, forecasts, fundraising and funding state of play, statistics/indicators on projects, etc.);
- Support 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;
- Contribute to prepare meetings and committees related to the UfMS internal project processes: Peer Review, Project Committee, bi-annual meetings on projects progress (prepare agendas and documents, draft minutes of meetings, liaise and coordinate with Divisions, monitor follow-up);
- Assist the Communication Department when developing material related to projects with regards to messaging and substance;
- Contribute and actively engage in any reflection on improvement of working methods and concepts and to any reflection on innovative financing.;
- 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 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 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:

### MINIMUM REQUIREMENTS:

- Be a national of a member state of the UfM;
- University Degree (Master or equivalent) in Economics, Political Sciences, project management, International Relations, Business Administration or equivalent academic qualification in related fields,
- Minimum 3 years of experience relevant to the duties described above, preferably gained in international / intergovernmental organizations;
- Experience in public sector with exposure to project management, international relations and/or cooperation or equivalent fields;
- Excellent writing skills in English;
- Excellent computer skills and ability to work independently using Microsoft Office tools;

### DESIRABLE REQUIREMENTS

- Further experience (3 to 7 years) in working within an international environment, ideally a public organization dealing with international cooperation and/or multinational private sector;
- Experience in working closely with bilateral cooperation including donors, development institutions
- Experience in finance or in the management of financial agreements;
- Strong ability to meet deadlines;
- Knowledge and/or work experience in Mediterranean countries is an advantage;
- Excellent team working and communication abilities;
- Ability to deal with discretion with confidential and sensitive dossiers and situations;

## LANGUAGES SKILLS REQUIREMENTS:

**Full proficiency in English and of another UfM language (French, Arabic), both orally and in writing.**

*\* Part-time of the position is devoted to Sida cooperation agreement. Hence, given the financial support of SIDA (Swedish International Cooperation Agency) timeframe, the renewal of the contract up to a maximum of three additional years is subject to the performance appraisal and to the budget appropriations including the applicable cooperation agreement.*

## 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](mailto:hr.recruitment@ufmsecretariat.org) (specifying in the subject the position you are applying for) and attach your CV + cover letter in English.

**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.

### **3. Submission Date:**

Complete applications must be submitted by **November 1<sup>st</sup>, 2020 (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](mailto:hr@ufmsecretariat.org)*

