



CALL FOR CANDIDATURES: Project Analyst in the Directorate for Operations  
and Partnerships- UfM/LP/2017/010 (Internal candidates only)

**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 DOP
Department	Directorate for Operations and Partnerships	Staff category and conditions	43.000€ Full Time position
<b>Project Analyst</b>			
<p>Under the supervision of the Executive Director, the project analyst will assist in carrying out the Directorate for Operations and Partnerships 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>			
<b>PRIMARY RESPONSIBILITIES</b>			
<p>Under the supervision of the Executive Director- Projects, and according to annual Work Plans and priorities of the Directorate for Operations and Partnerships, he/she will:</p> <p>Contributes to <b>working methods with regard to all phases of project work</b>, by:</p> <ul style="list-style-type: none"><li>o cooperating with sectoral Divisions of the Secretariat, sharing experiences and promoting best practices,</li><li>o helping 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,</li><li>o assisting the Divisions of the Secretariat according to their demands and needs on project development, as well as throughout the labelling process,</li><li>o interacting with Divisions and advise on quality and relevance of projects in different sectors, including regarding financing plans,</li><li>o 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),</li><li>o supporting Divisions in the application of internal project working methods, in particular implementation of the UfM Project Manual procedures and efficient use of the Project Monitoring Tool,</li><li>o assisting in overall monitoring and reporting on internal project work (project pipeline, forecasts, fundraising and funding state of play, statistics/indicators on</li></ul>			



projects, etc.),

- assisting the Communication Department when developing material related to UfM projects with regards to messaging and substance,
- Contributing and actively engaging in any reflection on improvement of working methods and concepts.

Assists in the implementation 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.

Contributes to **transversal coordination activities**, such as annual UfMS Work Programmes, annual UfMS Activity Reports, and other horizontal coordination tasks.

Contributes to the roll out of the **UfM strategies** when related to transversal activities falling under Directorate for Operations and Partnerships responsibility.

Contributes to activities in **transversal fields** such as youth, employment, investment promotion, or any other cross cutting issue of relevance for the work of Directorate for Operations and Partnerships

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 **planning of activities**, identification of priorities and scheduling for the Department.

**Present**, under supervision of the Executive Director, the work of the **UfM Secretariat** on projects **to external partners**.

Contributes to the **preparation of UfM meetings**, missions, and high-level visits and events.

Other duties as assigned.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

### ESSENTIAL MINIMUM REQUIREMENTS

- A University Degree in Economics, Political or Social sciences or equivalent field.
- Minimum of 3 years of experience relevant to the duties described above.
- 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 very 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 from 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](mailto: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 your ID-card, educational certificates, evidence of previous professional experience etc.) with the application stage.

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

Completed applications must be submitted by **Friday 10th of November 2017 (midnight, European time, GMT+1)**