



CALL FOR CANDIDATURES: Project Manager Business Development - UfM/IP/2017/002

**1. Subject:**

The UfMS is seeking to incorporate a **Project Manager in the Business Development Division** at its Headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	Business Development Project Manager	Reports to:	Deputy Secretary General (DSG) Business Development
Division	Business Development Division	Staff Category Conditions	International Gross Salary Range: 60.000 -72.000 Euros Contract of 2 years, with a possibility of 2 years extension, following performance and budget appropriations 6 months' probation period.
<b>SUMMARY</b>			
<p>The Project Manager will assist in carrying out the Division's Work Plan, including and not limited to, by advising on financing strategies and developing further the Mediterranean initiative for jobs (Med4Jobs) and its related projects' pipeline by advising on and managing the appraisal, preparation, funding and implementation of flagship regional projects and / or activities pertaining to the initiative.</p> <p>He/ She will support the initiation and management of regional dialogue platform on industrial cooperation aiming at knowledge exchange and peer learning on private sector development, trade and investment promotion, enhancement of business environment for small and medium enterprises; he/she will also contribute to the setup of strategic action plans, on the holistic or sectoral levels, impact monitoring and knowledge management of dialogue platforms.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Identify potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contribute to the development of project proposals;</li><li>• In cooperation with promoter(s), contribute to mobilizing the necessary funding of projects; maintain contacts with interested funding partners;</li><li>• Monitor project work plans and progress; conduct evaluations and assessment of results;</li><li>• Carry out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.);</li><li>• Manage and identify the ToR of external consultants, monitor performance, review outputs and recommend and carry out corrective action when needed;</li><li>• Organize and manage meetings and work agendas relating to UfM initiatives including the Advisory Boards (M4J Advisory Board), employment dialogue platforms, workshops and seminars;</li></ul>			



- Fully engage in coordination, organizational and content preparation, implementation and follow-up of incoming project related missions and project activities (conferences, meetings, workshops etc.);
- Participate in relevant project and sector meetings and contribute to the preparation of UfM meetings, missions and events in the sectors of intervention, and high-level visits;
- Conduct analytical reporting on project progress and propose solutions for possible problems; contribute to the production of reports, information and communication tools in the areas of intervention;
- Monitor developments in the sectors of intervention, propose relevant initiatives and report on sector issues;
- Develop suitable communication and knowledge sharing instruments in order to inform regional and national stakeholders about the different programmes' approach, activities and working results;
- Contribute to the improvement of internal working methods and Division's/secretariat annual work program, and cooperate with other Divisions of the Secretariat, team work, task forces and share experiences and promote best practices.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

### ESSENTIAL MINIMUM REQUIREMENTS

- Postgraduate degree in Business Economics / Social Sciences / Engineering or equivalent field;
- Minimum 7 years of professional experience related to duties described above;
- Minimum 2 years of experience in international organizations;
- Proven knowledge of and professional experience in project management;
- Experience in working in the development of projects funded by international organizations and development agencies (preferably in the area of employment, job creation, social economy or/and SMEs);
- General experience/good knowledge of issues related to regional economic integration, trade, mobility, private sector and business environment development;
- Proven experience in international cooperation, in facilitating workshops and seminars, organizing conferences and managing stakeholder cooperation platforms and networks;
- Good working knowledge of IC technologies, online media and software applications, particularly Microsoft WORD, EXCEL, Power Point, Outlook;
- Excellent communication, drafting and reporting skills.

### DESIRABLE QUALIFICATIONS:

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of EU Procurement rules;
- Specialization in a relevant discipline such as development economics or employment;
- Experience in transforming institutional policies into specific strategies and into concrete financial products, and experience in social economy;
- 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.

## LANGUAGES

Minimum Requirements: Excellent level of at least two of the following languages: English, French, Spanish and Arabic.

Good command of English is desirable.

Knowledge of other languages of UfM countries will be considered an advantage



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## 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 qualifications and professional experience relevant for the position.
- A **motivation letter in English in a separate document** 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 your application at this stage.

### 3. Submission Date:

Complete applications must be submitted by **the 13<sup>th</sup> of October 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.