



CALL FOR CANDIDATURES: Corporate and Support Services Analyst (UfM/ST/2021/006)

1. Subject:

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

| Job description | | | |
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| Job Title: | Corporate and Support Services Analyst | Reports to: | Head of Corporate and Support Services |
| Division / Department: | Legal & Administration Department | Staff category and conditions: | Contracted Staff (Short Term Contract) Replacement during maternity leave for 6 months. [43.000] Euros (annual gross salary) |
| SUMMARY | | | |
| <p>Under the supervision of the Head of Corporate and Support Services and the overall guidance of the Deputy Director of the Legal and Administration Department, the Corporate Services Analyst will provide support for a wide range of Corporate Services activities in UfMS offices and ensure various task of logistics and facility management.</p> <p>The mission of the Corporate and Support Services Unit is to ensure a functional and safe workplace for all people working within the UfMS premises including ICT assets. It provides the infrastructure services and guarantees the technical quality and maintenance of the buildings.</p> <p>It is also tasked with the implementation of travel arrangements for official missions of the staff as well as the necessary arrangement of the logistics of events and conferences organized by the UfM. It also ensures various services and activities of Information and technologies.</p> | | | |
| PRIMARY RESPONSABILITIES | | | |
| <p>The Corporate and Support Service Analyst will among other tasks:</p> <ul style="list-style-type: none">• Contribute to the planning, execution and follow up on the logistics and support services budget;• Prepare and follow up on the purchase orders and specific contracts related to the Unit's activities, ensuring compliance with the financial regulations and rules and procedures governing public contracts;• Contribute to the management of the Headquarters agreement with the Host Country and related arrangement;• Budget, purchase orders, monitor and inspect the execution of the works/services;• Manage the Agreement on Site Support (Energy, Water, Infirmary, ...); | | | |



- Effectively coordinate domestic/international travel and accommodation for UfMS staff, in line with the UfM travel policy and with a high standard of client service;
- Liaise with travel, accommodation and conference providers to ensure efficient and effective outcomes while organizing events at the UfMS premises;
- Prepare pre and post travel documents, and reconcile accounts. After all travel have been completed, check the accuracy of all charges on the invoices before submitting them for approval;
- Manage and plan the contracts with external companies, monitor and inspect the execution of their work, including supervision of external staff;
- Manage the office space of the UfMS buildings and infrastructure/refurbishment works;
- Draft technical specifications of call for tenders related to support services and logistics and participate to technical evaluations;
- Develop, coordinate and draft the process mappings related to the Unit and maintain continuous contact with the responsible officers to follow the schedules;
- Contribute to the correct implementation of the UfMS safety policy;
- Keep track and provide internal and external reports on the activities of logistics;
- Contribute to the management of the organization of internal and external events such as public events, workshops, conferences;
- Organize, plan, and monitor the logistics of internal removals;
- Handle any other task assigned by the Head of Unit in the field of Corporate Services;

Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential minimum requirements

- Master's degree and at least 5 years' experience relevant to the duties described above, preferably gained in international / intergovernmental organizations;
- Ability to make sound judgments problem solving skills;
- Excellent communication and reporting skills;
- Good command of Microsoft Office®;
- Good command of Spanish and English;
- Hold the nationality of a Member State of the UfM.

Desirable qualifications

- Good command of French or any another UfM language would be a plus;
- Experience of minimum 5 years in managing contracts with service providers;
- Experience in drafting technical specifications for tenders, preferably for administrative procurements;



- Experience in the organization of big events;
- Strong drafting skills and experience in developing policies, procedures and guidelines, in the area of Facility Management;
- Working knowledge of the Financial Regulation;
- Knowledge of and/or experience in one or more Euro-Mediterranean countries.

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.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. 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 **19th of November 2021 (midnight, European time, GMT+1)**.

4. Conditions:

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.

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 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.