



CALL FOR CANDIDATURES: Charge de Mission - Cabinet - UfM/LP/2019/017

1. Subject:

The UfMS is seeking to incorporate a Charge de Mission Cabinet at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

| Job Description - Chargé de Mission - Cabinet | | | |
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| Job Title: | <i>Chargé de Mission</i> | Reports to: | <i>Secretary General/Director of Cabinet</i> |
| Division/ Department: | <i>Cabinet of the Secretary General</i> | Category/post classification: | <i>Contracted Staff/Analyst</i> |
| | | Term: | <i>Fixed Term 3 years' contract</i> |
| | | Gross Annual Salary: | <i>43.000€</i> |
| SUMMARY | | | |
| <p>The Cabinet of the Secretary General is looking to recruit a <i>Chargé de mission</i> with an analyst grade (i.e. 5 years' relevant experience) to participate in its overall activities, i.e. assist in the planning of the Secretary's General institutional missions, prepare concept and background notes and draft speeches in coordination with the relevant Divisions/Departments.</p> | | | |
| PRIMARY RESPONSIBILITIES | | | |
| <p><u>Organization and work environment description</u> The Union for the Mediterranean (UfM) is an Intergovernmental Organization bringing together the 28 European Union Member States and 15 countries from the Southern and Eastern shores of the Mediterranean. It provides a unique forum to enhance regional cooperation and dialogue in the Euro-Mediterranean region. The Secretariat of the Union for the Mediterranean is based in Barcelona and the first permanent structure dedicated to the intergovernmental Mediterranean partnership is the operational institution that empowers regional dialogue between the UfM Member States and stakeholders, fostering synergies among them and promoting cooperation projects and initiatives.</p> <p><u>General responsibilities</u> Contribute to the missions of the Cabinet of the Secretary General and specifically to the preparation of files and notes, speeches, reports and research tasks. He/she will liaise with all relevant colleagues and Departments in carrying out his/her daily duties accordingly.</p> <p><u>Specific mission and tasks</u> He/she will carry out his/her duties under the supervision of the Director of the Cabinet:</p> <ul style="list-style-type: none">• Note-taking and helping with the drafting of minutes and reports;• Preparing files/notes for meetings and missions abroad;• Drafting and revising relevant documents, English and French;• Writing Speeches;• Carrying out research assistance; | | | |



- Liaising with other Divisions and Departments.

He/she will carry out administrative and logistical tasks where appropriate, such as:

- Assist the Cabinet in tasks and functions as required and give support for operational aspects of missions abroad;
- Manage administrative documents;
- Screen enquiries and requests and handle them as appropriate.

Other tasks as assigned by the Secretary General and Director of Cabinet.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

Essential requirements:

Applications are encouraged from graduates from all UfM member countries with a proven record of the following:

- University Degree in Political Sciences, International Relations, Social Sciences, Business Administration, Communication or equivalent academic qualification in related fields, preferably taught in English;
- **Minimum 5 years of experience, gained in international / intergovernmental organizations;**
- **Minimum 3 years of experience relevant to the duties described above;**
- Given the nature of the position and Cabinet needs, **excellent writing skills in Arabic and English are essential;**
- Proven interest and potential experience in international relations;
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook;
- Good communication and interpersonal skills;
- Excellent communication skills, both verbal and written;
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

Desirable requirements:

- Knowledge of Social Medias;
- Further experience (5 to 7 years) in working within an international environment, ideally an international public organization and/or multinational private sector;
- Interest to work in an intercultural environment and ability to maintain discretion and composure;
- Detail orientated and ability to work to meet deadlines.

LANGUAGES

Minimum Requirements: **Arabic (Modern Standard): Expert Proficiency level / English: Advanced Proficiency level**

Knowledge of other languages of UfM countries is considered an advantage.



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.

In case of technical issue arising while submitting your application, please send an email to hr.recruitment@ufmsecretariat.org.

3. Submission Date:

Complete applications must be submitted by **3rd December 2019 (midnight, European time, GMT+1)**.

4. Conditions:

The UFM Secretariat, on the basis of qualifications, will determine the initial grade and step on appointment and could be a grade different from that shown above.

The UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post.

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



Union pour la Méditerranée
Union for the Mediterranean
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