CALL FOR CANDIDATURES: Project Manager Energy (UfM/IP/2014/001)

Job Description

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<th>Job Title:</th>
<th>Project Manager</th>
<th>Reports to:</th>
<th>DSG Energy Division</th>
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<td>Division</td>
<td>Energy</td>
<td>Salary Range: 60,000 to 75,000 Euros</td>
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SUMMARY

Under the supervision of the relevant DSG, the project manager will assist in carrying out the Division’s Work Plan - namely in the area of Energy - by advising on and managing the appraisal, preparation, funding and implementation of complex international projects, initiatives and/or activities pertaining to the division’s areas of intervention.

PRIMARY RESPONSIBILITIES

- Identifies potential pertinent Renewable Energy and Energy Efficiency pilot projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals.
- In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.
- Monitors project work plans and progress; conducts evaluations and assessment of results.
- Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.)
- Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.
- Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, and UfM missions and high-level visits.
- Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention.
- Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues.
- Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS

- University Degree in Economics / Social sciences / Engineering or equivalent field.
- Minimum of 5 years of experience relevant to the duties described above.
- Proven knowledge of and professional experience in the Energy field, preferably on renewable energies.
- Knowledge of and/or experience in Mediterranean countries.
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills. Capacity to work on horizontal projects.
- Experience in working with development projects funded by international organizations (specially EC) and development agencies.
- Planning and organizational skills.
- Flexibility and capacity to adapt to organisational frames.
- Computer literacy in MS office tools.
- Excellent communication, drafting and reporting skills.
- Good command of either English or French, both orally and in writing.
- Applicants must hold the nationality of a member state of the UfM

### DESIRABLE QUALIFICATIONS
- Expertise in EU Procurement rules.
- Knowledge of Arabic and/or other languages from UfM countries is a plus.

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**Submission of applications**

Please read carefully the following information and send a complete application in English to

hr.recruitment@ufmsecretariat.org with the reference Project Manager Energy (UfM/2014/001) on the subject of the e.mail

The complete application includes:
- A detailed CV in English clearly indicating both professional and academic relevant information for this position
- A motivation letter in English

Deadline for applications: 27th February 2014