



**CALL FOR CANDIDATURES: Programme Assistant - UfM/LP/2014/002**  
(Internal and External)

**1. Subject:**

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

Job Description			
<b>Job Title:</b>	Programme Assistant	<b>Reports to:</b>	Executive Director Projects
<b>Division/Unit:</b>	Projects Directorate	<b>Category:</b>	Local Staff
<b>Indicative budget allocated to the position</b>	<b>EUR (36.000-40.000)</b>	<b>Type of Contract and Duration</b>	Local contract under Spanish law- Permanent
<b>SUMMARY</b>			
<p>The Projects Directorate is looking to recruit a Programme Assistant in the fulfillment of its mandate. The Projects Directorate accompanies the action of the UfM Secretariat in its operational work on project ideas, project proposals, projects preparing for labelling or being implemented, as well as projects' monitoring. The Projects Directorate also helps the Secretariat reinforce its role as facilitator of fundraising building institutional relations with donors. The position requires tasks of project assistance, coordination, analysis, information processing and sharing and strategic forecast.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<p>Under the supervision the Executive Director of Projects:</p> <ul style="list-style-type: none"><li>• Prepare documents and coordinate meetings and committees related to UfMS internal project cycle management: peer review meetings, Project Committee, Funding Committee (prepare agendas and documents, draft minutes of meetings, liaise and coordinate with Divisions, monitor follow-up).</li><li>• Assist in monitoring internal project cycle documents and processes (project pipeline, fundraising dashboard, project registry, statistics on projects etc.) and in implementation of the UfM Project Manual procedures. Support Divisions in the application of internal project working methods and help ensure internal consistency.</li><li>• Assist the Divisions of the Secretariat according to their demand and needs on project development, project assessment and project monitoring, as well as throughout the labelling process.</li><li>• Assist in developing partnerships with public and private bilateral and multilateral international donors through development of strategic approaches, preparation of documents and meetings</li></ul>			



and direct engagement with partners.

- Assist the Communication Department when developing material related to UfM projects with regards to messaging and substance.
- Contribute in Organizing meetings and events with external stakeholders focusing on UfMS project work and/or fundraising.
- Assist in training and technical assistance related to project management and working methods, including managing all contractual responsibilities in case of mobilization of external technical assistance.

In addition, he/she might be ask to

- Assist in developing terms of reference for studies/technical assistance missions linked to project cycle management.
- Present under supervision of the Executive Director the work of the UfM Secretariat on projects to external partners.
- Assist in planning of activities, identification of priorities and scheduling for the Division

Other duties as assigned.

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Bachelor's Degree in Social Sciences, Business Administration, Economics, Project Management or equivalent.
- Experience in management of projects or knowledge of cooperation tools, concepts, processes and working methods (essential requirement).
- Experience in working for a donor organization and/or organizations responsible for implementing international projects (essential requirement)
- Good knowledge of challenges and stakeholders in the Euro-Mediterranean region and international development cooperation.
- Preferably, previous experience in fundraising and liaising with donors.
- Preferably, previous experience in working in the Euro-Mediterranean region.
- Very good writing and communication skills

#### LANGUAGES

Fluency in either English or French and working knowledge of the other language as a distinctive advantage. Other UfM languages would be considered as an asset.



## 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 your application at this stage.

### 3. Submission Date:

Complete applications must be submitted by **3<sup>rd</sup> August (midnight, European time, GMT+1)**