CALL FOR CANDIDATURES: Professional Assistant WED - UfM/LP/2015/001 (Internal and External)

1. Subject:

The UfMS is seeking to incorporate a Professional Assistant (Water and Environment Division) at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

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<th>Job Description</th>
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<td><strong>Job Title:</strong></td>
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<td><strong>Reports to:</strong></td>
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<td><strong>Division/Unit:</strong></td>
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<td><strong>Category:</strong></td>
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<td><strong>Indicative budget allocated to the position</strong></td>
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**PRIMARY RESPONSIBILITIES**

Under the supervision the Deputy Secretary General:

- Assist the WED Division in project cycle management tasks and preparatory work and documents for UfMS internal committees and internal Division meetings.
- Assist the Division work in coordination with Project Managers, and project follow up through records and updating data of WED Division activities in the project management tool.
- Assist in developing partnerships with public and private bilateral and multilateral international stakeholders through preparation of documents and meetings and direct engagement with partners.
- Assist and liaise with the Communication Department when developing material related to the WED Division projects with regards to messaging and substance.
- Contribute in organizing meetings and events with external stakeholders focusing on the WED Division project work and/or fundraising, in coordination with Communication Department.
- Assist in developing terms of reference for studies/technical assistance missions linked to project cycle management.
- Present under supervision of the DSG and project managers the projects to external partners.
- Assist in planning of activities and scheduling for the Division.
- Provide General Support in administrative and operational matters to the Deputy Secretary General.
- 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.

- Experience in working for a donor organization and/or organizations responsible for implementing international projects
- Good knowledge of challenges and stakeholders in the Euro-Mediterranean region and international development cooperation.
- 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 one as a distinctive advantage. Other UfM languages would be considered as an asset.

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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.

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 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 **8th February 2015 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.