



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.

Job Description			
Job Title:	Professional Assistant	Reports to:	DSG WED
Division/Unit:	Water and Environment Division	Category:	Local Staff
Indicative budget allocated to the position	EUR (36.000-40.000)	Type of Contract and Duration	Local contract under Spanish law (1 year, renewable)
PRIMARY RESPONSIBILITIES			
<p>Under the supervision the Deputy Secretary General:</p> <ul style="list-style-type: none">• 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. <p>Other duties as assigned.</p>			
QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:			
<ul style="list-style-type: none">• 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.

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.