



CALL FOR CANDIDATURES: Climate Change Project Manager - UfM/IP/2017/001

1. Subject:

The UfMS is seeking to incorporate a **Climate Change Project Manager** at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title	Climate Change Project Manager	Reports to	Deputy Secretary General (DSG) Energy and Climate Action
Division	Energy and Climate Action	Staff Category Conditions	International Gross Salary Range: 60.000 -72.000 Euros Contract of 2 years, with a possibility of 2 years extension, following performance and budget appropriations as per the applicable support grant. 6 months' probation period.
SUMMARY			
<p>The Project Manager in the field of Climate Action will assist the DSG in implementing the Division's Work Programme.</p> <p>More specifically, under the supervision of the DSG of Energy, the project manager will assist in carrying out the Division's Work Plan - namely in the area of Climate Change by advising on and managing the appraisal, preparation, funding and implementation of multi-dimensional regional projects, initiatives and / or activities pertaining to the division's areas of intervention.</p> <p>He/she will be part of a team of 3 to 5 members of staff to implement the objectives and work plans.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Animate the regional dialogue on climate change, especially through the implementation of the work program of the UfM Climate Change Expert Group -CCEG (adopted on 16 March 2017), including all ad hoc meetings;• Support the emergence of regional projects aiming at supporting the implementation of a regional agenda on climate change;• Support UfM Secretariat in the emergence of sectoral projects related to climate change;• Identify potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contribute to the development of project proposals in the field of Climate Change;• Monitor project work plans and progress; conducts evaluations and assessment of results;• Draft concept notes, policy papers and speeches for the Secretariat;			



- Carry out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.);
- Actively participate 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;
- Report on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention;
- Monitor developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues;
- Follow the international negotiations on climate change;
- Develop the network of actors involved in the implementation of the climate agenda;
- In cooperation with promoter(s), contribute to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

- University degree in Environmental Science, Political Science or any other related field;
- Minimum 7 years' experience relevant to the duties described above;
- Experience in the field of climate change would be a strong advantage;
- Proven knowledge of and professional experience in project management;
- Good knowledge of the region (political, social and economic aspects);
- Strong drafting and analytical skills combined with sound judgement; critical thinking and problem solving skills;
- Planning and organizational skills;
- Excellent communication skills in a complex, multicultural and diplomatic environment;
- Demonstrated ability to develop and maintain productive and professional relationships (policy dialogue) with government counterparts (both at national and regional level);
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook.

DESIRABLE QUALIFICATIONS

- Previous experience in the area of the Union for the Mediterranean or in an international intergovernmental organization would constitute an advantage;
- Detail-orientated and ability to meet deadlines;
- Specialization in a relevant discipline for the division's activity;
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

LANGUAGES

Minimum Requirements: Excellent level of at least two of the following languages: English, French, Spanish and Arabic. Good command of English is desirable.

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



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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 **9th July 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.