



# Call for secondments

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*Union for the Mediterranean Secretariat*

07.07.2020

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## INTRODUCTION

The Secretariat of the Union for the Mediterranean (UfMS) in continuation of its previous Call for Secondment of 2019, is seeking to incorporate personnel for seven posts to be allocated to its various Divisions/Departments/Units in order to be able to carry out its role and deal with increased activities on the basis of the approved work program in combination with the Road Map of its actions.

Working at the Secretariat gives seconded staff a unique opportunity to gain experience in an international environment, deal with fostering regional initiatives and be part of a multicultural team.

Recalling the Secretariat's Staff Regulations, the Secretariat presents here below to the Senior Officials of the Member States of the Union for the Mediterranean the relevant Job Descriptions for the six posts, inviting them to examine the possibility to second an official with a view to filling these vacancies with suitable personnel in accordance with the specific Job Description for each post.

### **Seconded staff**

*It is reminded that according to the Staff Regulations, Seconded Officials, who must be nationals of the sending Member State, while subject to the authority of the Secretary General in the exercise of their functions at the Secretariat, remain in the service of their sending administration/employer (Member States and institutions) during the period of their service at the Secretariat and are paid by the same. Sending administrations also cover their social security benefits, pension and health insurance.*

*A Secondment Agreement establishing inter alia the terms and conditions of the appointment has to be signed before seconded personnel take office at the Secretariat.*

*During its Secondment at the UfMS, a seconded staff member may neither receive nor seek instructions in connection with the performance of their duties from any government, authority, organization or person outside the UfMS.*



Union pour la Méditerranée  
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الإتحاد من أجل المتوسط

## JOB DESCRIPTIONS



## Private Sector Expert I Business Development Division

Job Title	Private Sector Expert	Reports to	DSG Business Development
Division	Business Development	Staff Category	Seconded Staff

### SUMMARY

As part of its mission in the Mediterranean, the UfM is focusing on supporting the private sector, which represents a substantial share of many Mediterranean local economies, employment and largely contributes to the region's economic growth. Being dedicated to working on the private sector with an emphasis on smaller size companies and local enterprises, the Seconded Expert will have an important role to aid the UfM to fulfil its objectives, to boost projects and programs with local and regional enterprises, stimulate growth and enhance employment.

The Seconded Expert will report to the DSG for Business Development for day-to-day engagement on projects for business development, execution and monitoring, and all other relevant activities. A high degree of commitment to the UfM's mandate and institutional goals is required from him/her, combined with possession of the technical skills necessary to anticipate and respond to complex and challenging environments.

### PRIMARY RESPONSIBILITIES

- Work in close co-ordination with the DSG and other Business Development division team members to develop the UfM's pipeline of projects and programs with the private sector, with an emphasis on SMEs;
- Under the supervision and with the guidance of DSG, lead the origination, execution and monitoring of such programs and projects, proactively engaging in the oversight of these with their sponsors;
- Lead regular missions to develop such activities;
- Interact knowledgeably and professionally with local and foreign private sector senior executives, and active stakeholders;
- Work as team member and project manager on new projects and programs, following all aspects of project preparation (generation, due diligence, financial closing, monitoring), ensuring that quality of the structuring and implementation of projects/programs is consistent with UfM standards;



- Provide input to the DSG for setting business objectives;
- Develop and maintain contacts with the local private sector business communities for the purposes of the UfM projects/programs,
- Provide input for review and prepare all documentation for submission to and approval by the decision bodies of the UfM Secretariat;
- Liaise and work with other Departments, coordinating their involvement in the project/program as required;
- Actively participate in the monitoring of projects/programs including preparation of regular monitoring reports, managing client relationships, and recommend resolution of issues;
- Keep close relations with International Financial Institutions.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- Relevant university degree (e.g. business administration, economics, finance);
- Relevant experience in the local business environment, in particular SMEs in the South and East Mediterranean region;
- Demonstrable successful track record of working through project/program cycles;
- Experience on private sector business development and negotiation skills;
- Ability to independently draft reports for UfM Senior Management;
- Excellent Excel modelling skills;
- Advanced understanding of investment and financial analysis and their application in investment decisions and transaction structuring, and credit background;
- Track record of working with Financial Institutions in fundraising;
- Sound decision making and problem resolution skills;

## Competencies & Personal Attributes

- Results Oriented – Self-motivated with the ability, initiative, business drive and judgment to monitor projects and implement innovative solutions to monitoring cases;
- Team work - Ability to work as a proactive team member in scouting, executing and monitoring projects and programs;
- Interpersonal Skills - Ability to build effective working relationships with colleagues and clients in a multicultural environment;
- Integrity – Personal integrity with high ethical and professional standards;
- Planning - Ability to plan and organize work unsupervised and meet deadlines;
- Resilience- Ability to maintain strong performance under pressure;
- Ability to operate within the organizational framework with multiple reporting and communication lines.



## LANGUAGES

English, French, Arabic and Spanish are working languages at the Secretariat. Excellent command of one of them is essential, while at the same time good knowledge of English or French is also necessary.



## Business Development and Tourism Expert I Business Development Division /Cabinet

Job Title	Business Development and Tourism Expert	Reports to	DSG Business Development
Division/Area	Business Development/Cabinet	Staff Category	Seconded Staff

### SUMMARY

As part of its mission in the Mediterranean, the UfM is focusing on supporting the private sector, which represents a substantial share of many Mediterranean local economies, employment and largely contributes to the region's economic growth. Being dedicated to working on the private sector with an emphasis on tourism and sustainability, the Seconded Expert will have an important role to aid the UfM to fulfil its objectives, to boost projects and programs with local and regional enterprises, stimulate growth in the tourism area and enhance employment.

The Seconded Expert/Officer will report to the DSG for Business Development for day-to-day engagement on projects for business development, execution and monitoring, and all other relevant activities. A high degree of commitment to the UfM's mandate and institutional goals is required from him/her, combined with possession of the technical skills necessary to anticipate and respond to complex and challenging environments.

### PRIMARY RESPONSIBILITIES

- Work in close co-ordination with the DSG and other Business Development division team members to develop the UfM's pipeline of projects and programs with the private sector, with an emphasis on SMEs in the tourism area;
- Under the supervision and with the guidance of DSG, lead the origination, execution and monitoring of such programs and projects, proactively engaging in the oversight of these with their sponsors;
- Lead regular missions to develop such activities;
- Interact knowledgably and professionally with local and foreign private sector senior executives, and active stakeholders;





- Work as team member and project manager on new projects and programs, following all aspects of project preparation (generation, due diligence, financial closing, monitoring), ensuring that quality of the structuring and implementation of projects/programs is consistent with UfM standards;
- Provide input to the DSG for setting business objectives;
- Develop and maintain contacts with the local private sector business communities operating in the field of sustainable tourism for the purposes of the UfM projects/programs;
- Provide input for review and prepare all documentation for submission to and approval by the decision bodies of the UfM Secretariat;
- Liaise and work with other Departments, coordinating their involvement in the project/program as required;
- Actively participate in the monitoring of projects/programs including preparation of regular monitoring reports, managing client relationships, and recommend resolution of issues;
- Keep close relations with International Financial Institutions.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- Relevant university degree (e.g. business administration, economics, finance);
- Relevant experience in the local business environment, in particular SMEs in the South and East Mediterranean region (tourism area);
- Demonstrable successful track record of working through project/program cycles;
- Experience on private sector business development and negotiation skills;
- Ability to independently draft reports for UfM Senior Management;
- Excellent Excel modelling skills;
- Advanced understanding of investment and financial analysis and their application in investment decisions and transaction structuring, and credit background;
- Track record of working with Financial Institutions in fundraising;
- Sound decision making and problem resolution skills;

### Competencies & Personal Attributes

- Results Oriented – Self-motivated with the ability, initiative, business drive and judgment to monitor projects and implement innovative solutions to monitoring cases;
- Team work - Ability to work as a proactive team member in scouting, executing and monitoring projects and programs;
- Interpersonal Skills - Ability to build effective working relationships with colleagues and clients in a multicultural environment;
- Integrity – Personal integrity with high ethical and professional standards;
- Planning - Ability to plan and organize work unsupervised and meet deadlines;
- Resilience- Ability to maintain strong performance under pressure;
- Ability to operate within the organizational framework with multiple reporting and communication lines.



## LANGUAGES

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## Gender Equality Expert I Social and Civil Affairs Division

Job Title:	Gender Equality Expert	Reports to:	Senior DSG Social and Civil Affairs
Division:	Social and Civil Affairs	Staff Category:	Seconded Staff

### SUMMARY

Under the supervision of the Senior DSG, the Expert will assist in carrying out the Division's Work Plan - namely in the area of social and civil affairs - by advising on and managing the appraisal, preparation, funding and implementation of regional/international projects, initiatives and / or activities pertaining to the Division's areas of intervention. A thorough knowledge about development cooperation and social affairs (preferably regarding the issue of gender equality or youth empowerment) is needed, with sufficient experience in managing projects in the related areas.

### PRIMARY RESPONSIBILITIES

- Contribute to the design of the Division's strategy and work plan;
- In addition to maintaining relations with governments, develop contacts with key institutions and relevant associations and networks active in the priorities fields of the Division;
- Contribute to the Regional Dialogue on Women Empowerment and the preparation/follow up on the UfM Ministerial on Strengthening the Role of Women in Society;
- Identify and make proposals for potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contribute to the development of project proposals;
- Report on project progress, problems and proposed solutions; contribute to the production of reports, information and communication tools in the areas of intervention;
- In cooperation with promoter(s), contribute to mobilizing the necessary funding of projects; maintain contacts with interested funding partners;
- Monitor and coordinate project work plans and progress; conduct evaluations and assessment of results - carry out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.);
- As necessary, manage external consultants, monitor performance, review outputs and recommend and carry out corrective action;
- Actively participate in relevant project and sector meetings and contribute to the preparation of UfM meetings and events when needed/requested, as well as UfM missions and high-level visits;



- Monitor developments in the sectors of intervention, propose relevant initiatives and report on sector issues;
- Contribute 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

- University Degree;
- Minimum 3 years of experience relevant to the duties described above;
- Experience in working with development projects funded by international organizations and development agencies;
- Experience in working with Governments, NGOs, civil society networks, and institutions particularly in the Mediterranean;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Planning and organizational skills;
- Computer literacy in MS office tools;
- Excellent communication, drafting and reporting skills;

### Additional desirable qualifications

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management;
- Specialization in a relevant discipline for the Division's activity;
- Experience in fundraising;

## LANGUAGES

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## Civil Protection and Disaster Risk Management Expert | Social and Civil Affairs Division

Job Title:	Civil Protection Expert	Reports to:	DSG Social and Civil Affairs
Division:	Social and Civil Affairs	Staff Category:	Seconded Staff

### SUMMARY

As part of its mission in the Euro-Mediterranean region, the UfM seeks to promote a regional agenda on Civil Protection and Disaster Risk Management. In relation to this, the Expert is expected to assist the UfM Secretariat in its strategy in achieving its vision, agenda and mission, in line with its approved work programme, budget and policy frameworks.

Working on the Civil Protection and Disaster Risk Management dossier of the Social and Civil Affairs Division under the supervision of the DSG, the Expert will assist in carrying out the Division's Work Plan in the area of Civil Protection by advising on and managing the appraisal, preparation, follow-up, funding and implementation of regional projects, initiatives and / or activities pertaining to the dossiers areas of intervention as required.

A thorough knowledge and a broad experience on Euro-Mediterranean development cooperation, in prevention campaigns, emergency response, crisis management, preparedness and response for efficient mutual assistance to disasters, host national support and civil protection in general is needed. Experience in co-ordinating and managing regional projects in the related areas in the Euro-Med region is required.

### PRIMARY RESPONSIBILITIES

- The position performs a variety of moderately complex tasks to support the DSG's with developing regional and national frameworks (institutional and operational): procedures, plans, maintain network with focal points and interinstitutional coordination mechanism, identify and support projects, budgets, events and work programmes. The Expert is expected to work on the origination, execution and monitoring of programmes and projects and proactively engaging in oversight of these with their sponsors and promoters.
- Liaise between internal and external clients and management team, in addition to maintaining relations with governments, developing contacts with key institutions and relevant associations and networks active in the priority fields of the Division related to the Civil



Protection Dossier. Able to travel abroad on Missions to participate in related conferences to represent the UfM.

- The position will also support efforts to capture and manage external resources to support the division's projects. This will entail donor liaising and maintaining an accurate timeline of all project activities to ensure that planning and timelines are respected, via monitoring of budget lines, maintaining spreadsheets and compiling information for budget requests, as well as providing quarterly reports on the development and progress of the Dossier.
- Actively participate in relevant project and sector meetings and contribute to the preparation of UfM meetings and events when needed/requested, as well as UfM missions and high-level visits and provide coordination and project support, including logistical support for conferences/workshops. The Expert is required to compile work-related reports, analysis and interventions and advise on training courses and capacity building.
- Contribute to the improvement of working methods by cooperating with other Divisions of the Secretariat, sharing experiences and promoting best practices in transversal themes. The expert will closely liaise with the UfM Co-presidency (DG ECHO of the European Commission and the Hashemite Kingdom of Jordan).

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

### Qualifications

- University degree or equivalent studies (BA, BSc, MA, MSc, PhD...) in the field of humanitarian aid, international relations, humanitarian law, risk and emergency management, civil protection, or related qualifications to disaster response and operational deployment in the international arena.
- He or she should preferably have attended civil protection training courses and participated in civil protection exercises related to emergency and response and contingency planning.

### Skills

- The candidate should be able to manage new and diverse projects and Dossiers simultaneously;
- Strong analytical skills and ability to make sound judgments, critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills;
- Planning and organizational skills;
- Computer literacy in MS office tools;
- Strong interpersonal, communication and training skills;
- Team spirit with an ability to develop good working relations in multicultural environments irrespective of race, gender or religious backgrounds.

### Experience

- At least five years on-the-job working experience in civil protection matters;
- This position requires strong knowledge on civil protection operations and management, with general experience in handling preparedness and response to hazards/disasters;



- Experience in working with development projects funded by international organizations and development agencies;
- Experience in working with Governments, NGOs, civil society networks, and institutions, particularly with EU Civil Protection policy and legal frameworks;
- The candidate should also have working experience and expertise on the Euro-Mediterranean region in relation to regional civil protection mechanisms mainly UNDRR, UCPM and ERCC; OCHA, civil defence and national civil protection organisation;
- Working experience in the coordination and management of civil/ humanitarian protection programmes or activities.

Additional desirable qualifications:

- Strong Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and experience in project management;
- Specialization in a relevant discipline for the Division's activity.

## LANGUAGES

English, French, and Arabic are working languages at the Secretariat. Excellent command of English, both written and spoken is a must, together with French. Knowledge of Spanish and or Arabic is highly preferable.



## Climate Finance and Investment Advisor/Expert | Energy and Climate Action Division

Job Title:	Climate Finance and Investment Advisor/Expert	Category:	Seconded Staff
Division/Department:	Energy and Climate Action (ECA)	Reports to:	Deputy Secretary General (ECA)

### SUMMARY

The Climate Finance and Investment Advisor/Expert will assist the DSG and the Senior Climate Advisor in implementing the Division's Work Program in Climate Action by supporting partnership investments and funding (including coaching/mentoring on finance strategy to access climate project funds). S/he will keep abreast on investment modalities, funding opportunities and climate finance for mitigation and adaptation. Moreover, s/he will develop relationships with financial institutions and orientate funding proposals, grant applications, manage work plans and budgets, as well as participating in the reporting to donors.

### PRIMARY RESPONSIBILITIES

- Follow the related chapters of international negotiations on climate finance, the latest development on relevant political framework and finances;
- Contribute actively to the UfMS study "Mediterranean Climate Finance Strategy" and related activities
- Participate in the monitoring of UfM-labelled climate-dedicated projects, such as "CLIMA-MED", on the specific work-packages focusing on Climate finance
- Participate in the implementation of work plans of Memorandum of Understanding that include Climate finance (with UNFCCC, with WMO, with R20,...)
- Animate the potential "one-stop shop" (or webportal) dedicated to climate finance
- Contributes to the research of Climate finance for programs or projects promoted with major partners of UfM (such as OSCE, UNDP, NDC-Partnership, UNEP-MAP, Solar Impulse...)
- Conduct assessment of project promoters financial condition, providing advice on investment modalities, identify priority area of action, assess the economic internal rate of return, cost-benefit analysis and their investment measures for the identified projects;
- Formulating financing and investment strategies (innovative financing approaches, identify funding sources and requirements);
- Develop the network of actors involved in the implementation of the climate agenda;
- Participate in relevant project and sector meeting and contribute to the preparation of UfMS relevant sectorial meetings and high level visits
- Develop and implement a work plan on how to mentor, capacitate and link project promoters to potential financial institutions (public, private and other financial institution); Provide technical assistance and raising awareness to access climate-related project financing and incorporating financial and economic considerations in the planning of projects promoters.





#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Be a national of a member state of the UfM.
- Master's Degree in economics, public financial management, business administration or other related field.
- Minimum of 8 years of work experience at international level (areas of banking, public finance and economic analysis of local governments development project, multilateral cooperation...) including a minimum of 5 years of work experience in project investment and financial analysis and modelling tools including pre-feasibility study preparation, cost-benefit analysis, economic internal rate of return, project financing, government budgeting systems, investment programs (...)
- Rich knowledge on innovative financing modalities to access national public funds, relevant development financing and other financing windows.
- Essential skills: team working, integrity, multiculturality, achievement focus, networking resources management (especially finance), negotiation skills, communication skills and strategic thinking.
- Relevant knowledge and/or experience in the Divisions' activity and in multilateral cooperation, climate project financing, regional integration (...) would be an asset.

#### LANGUAGES SKILLS REQUIREMENTS:

English, French and Arabic are working languages at the Secretariat. Excellent command of English and of another UfM language is necessary.



## Vocational Education and Training Expert | Higher Education and Research Division

Job Title:	Vocational Education and Training Expert	Reports to:	DSG HER
Division:	Higher Education and Research (HER)	Staff Category:	Seconded Staff

### SUMMARY

Under the supervision of the DSG, the Expert will assist in carrying out the Division's Work Program – namely in the area of Vocational Education and Training (VET) - by developing appropriate regional cooperation strategies and dialogue processes and by managing the appraisal, preparation, fundraising and follow-up of the implementation of projects and initiatives contributing to youth employment and economic growth in the Mediterranean region. A thorough knowledge about development cooperation and vocational education and training is needed, with relevant experience in managing international projects in this sector.

### PRIMARY RESPONSIBILITIES

- Contribute to the preparation and implementation of the Division's strategy and work program;
- Develop contacts and build networks with key relevant actors, stakeholders, international financial institutions and donors, in addition to maintaining relations with competent administrations from UfM Member States;
- Design and implement appropriate regional cooperation strategies and dialogue processes;
- Identify, assess and propose potential projects which address VET challenges in the framework of the UfM mandate and support project promoters and partners throughout all stages of the UfM project life cycle (including fundraising, implementation, monitoring and promotion);
- Monitor developments of regional policies and programmes in the area of VET, in particular from the EU, and ensure close coordination of work with training and capacity-building activities implemented under other Divisions of the UfM Secretariat;
- Contribute to the follow-up on the Declarations of relevant Ministerial Conferences;
- Actively participate in relevant projects and sectorial meetings and contribute to the preparation of UfM meetings and events when needed as well as UfM missions and high-level visits;
- Contribute to produce information and communication tools in the related area.



## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- University Degree at Master level;
- Minimum 3 years of experience relevant to the duties described above;
- Good knowledge of the EU external policies and instruments;
- Strong analytical, drafting and reporting skills; critical thinking and problem solving skills;
- Excellent communication and public speaking skills;
- Excellent team working and service orientation skills;
- Computer literacy in MS office tools.

### Additional desirables qualifications

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management;
- Experience in VET cooperation.

## LANGUAGES

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## Expert in Research and Innovation | Higher Education and Research Division

Job Title	Expert in Research and Innovation	Reports to	DSG HER
Division	Higher Education and Research (HER)	Staff Category	Seconded Staff

### SUMMARY

Under the supervision of the DSG, the Expert will assist in carrying out the Division's Work Program – namely in the area of research and innovation - by developing appropriate strategies and regional dialogue processes and managing the appraisal, preparation, funding and follow-up of the implementation of regional projects and initiatives.

A thorough knowledge on international research cooperation and policy will be required, together with relevant experience in participating in multinational projects and programs in the related area.

### PRIMARY RESPONSIBILITIES

- Contribute to the preparation of the Division's strategy and work program;
- Develop contacts with key relevant actors, stakeholders, networks, international financial institutions and donors, in addition to maintaining relations with competent administrations from UfM Member States;
- Contribute to the follow up on relevant Ministerial Conference on Strengthening Euro-Mediterranean cooperation through Research and Innovation;
- Identify, assess and propose potential projects which address research and innovation challenges in the framework of the UfM mandate and support project promoters and partners throughout all stages of the UfM project life cycle (including fundraising, implementation, monitoring and promotion);
- Develop a fundraising strategy in the areas of intervention;
- Monitor developments in the sectors of intervention - policies and programs in the area of international science, technology and innovation, in particular from the EU – and ensure close coordination of work with Research and Innovation activities implemented under other Divisions of the UfM Secretariat;
- Actively participate in relevant projects and sectorial meetings and contribute to the preparation of UfM meetings and events when needed as well as UfM missions and high-level visits;



- Contribute to produce information and communication tools in the related area.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- University degree at Master / PhD level;
- Minimum 5 years of experience relevant to the duties described above;
- Relevant experience in international scientific cooperation, particularly with Mediterranean countries;
- Relevant experience in fundraising in the sector;
- Knowledge of the EU external policies and instruments;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills;
- Computer literacy in MS office tools.

### Additional desirables qualifications

- Knowledge of and/or experience in Mediterranean countries;
- Knowledge of and professional experience in project management.

## LANGUAGES

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## Public Affairs and Media Expert/Officer I Communication and Public Affairs Unit

Job Title	Public Affairs and Media Expert/Officer	Reports to	Head of Communication & Public Affairs Unit
Unit	Communication and Public Affairs	Staff Category	Seconded Staff

### SUMMARY

The Public Affairs and Media Expert/Officer will assist the UfM Secretariat in the implementation of effective public affairs and media strategies.

### PRIMARY RESPONSIBILITIES

- Define and implement Public Affairs and Media strategies to raise awareness on UfM activities and build a consolidated network of UfM's advocates;
- Draft and/or translate speeches, tribunes, articles, press releases, web news and texts for other communication supports;
- Contribute to the conceptualization and organization of public affairs and press meetings and missions;
- Liaise internally with other Divisions and Departments in order to obtain relevant information that could be used for communication and press purposes;
- Contribute to the conceptualization and production of communication materials and publications;
- Liaise with enquiries from media, individuals and other organizations;
- Define, launch and manage procurement procedures for the implementation of communication services;
- General support as needed to the Communication & Public Affairs Unit.

### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Essential requirements:

- University Degree Level
- Minimum of 5 years of relevant experience
- Excellent computer literacy, speed and accuracy essential
- Excellent communication skills, both verbal and written



- Ability to manage multiple issues and deadlines
- Previous experience in the areas of public affairs and media relations

Desirable requirements:

- Academic background in communication, public relations
- Experience in working within an international environment, ideally an international organisation and/or multinational private sector

## LANGUAGES

English, French, Arabic and Spanish are working languages at the Secretariat. Excellent command of one of them is essential, while at the same time good knowledge of English or French is also necessary.



## Protocol Officer - Cabinet

Job Title	Protocol Officer	Reports to	Head of the Cabinet
Division/Area	Cabinet-SG Office	Staff Category	Seconded Staff

### SUMMARY

The Protocol Officer will contribute to the accomplishment of strategic objectives by developing and managing protocol-related dossiers with the Spanish Ministry of Foreign Affairs, European Union and Cooperation as well as relevant consular services insuring cross-cultural respect and long-term relationships. Under the responsibility of the Chief of Cabinet, she/he will work closely with the diplomatic and contractual staff of the Secretariat of the Union for the Mediterranean on privilege and immunities granting. She/He will contribute in establishing good practices by means of the promotion of unanimously accepted rules by the international diplomatic community and will act as advisor on Diplomatic Protocol.

### PRIMARY RESPONSIBILITIES

- Develop and maintain relations with the Spanish Ministry of Foreign Affairs, European Union and Cooperation aiming at the adequate operationalization of the privileges and immunities system;
- Advising the UfMS staff on matters of protocol and contribute in administering the system of privileges and immunities;
- Insuring that all diplomatic representatives and international organization personnel receive proper treatment compliant with the appropriate regulations and practices and according to the immunities and privileges to which they are entitled, in the interest of successful development of international relations;
- Keeps abreast of relevant visa bilateral agreements and related consular law regimes/policy that might be of interest for the smooth functioning of the UfMS;
- Draft internal guidance notes/circular to inform staff members on any update on applicable rules related to the system of privileges and immunities;
- Processing visa applications (i.e. drafting Note Verbal and follow-up);
- Processing a wide variety of applications to privilege granting to diplomatic and non-diplomatic staff of the UfMS, drafting Note Verbales as appropriate, follow-up and managing files and records (i.e. diplomatic franchise, car registration card, EU driving license, tax-free fuel card, car selling, car importation, car exportation, de-registration to privilege during the out boarding of the staff members) in coordination with the HR Unit;





- Maintains up-to-date information on composition of Governments of Member States, relevant intergovernmental organizations and embassies;
- Promote the international diplomatic protocolarian rules and practices and act as main advisor on order of precedence, form of address, flag etiquette, ceremonial rules (...)
- Draft internal guidance notes on diplomatic protocol to organizers of events to promote diplomatic institution standards;
- Provide assistance in the preparation of High Level Meetings and official visits by Heads of States, Heads of Government, Ministers and other VIPs, liaising with Member States as well as internal stakeholders by coordinating on diplomatic protocolarian aspects, confirm meets (...);
- Support the Chief of Cabinet in organizing and preparing for the Secretary-General's official visits to countries included in his portfolio;
- Assists in the presentation of letter of credentials and official appointment.

Other Protocol related tasks as assigned

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Master Degree in international relations, or any relevant equivalent;
- A minimum of 5 years' experience working in an Intergovernmental Organization, Embassy or other Consular/International Environment;
- A minimum of demonstrable 3 years of experience in precedence, titles, form of address, flag etiquette, international protocol, consular services;
- Knowledge and experience in consular law and related administrative procedures;
- Experience in managing files, data input and records;
- Knowledge of principles and processes for providing customer service and meeting quality standards within diplomatic mission;
- Excellent communication, drafting, presentation and networking skills;
- High level of integrity and trust;
- Ability to build consensus;
- Commitment to the organization; team spirit and enthusiasm;
- Excellent computer skills (Microsoft Word, Excel and Outlook).

#### LANGUAGES

Essential: English and Spanish. Knowledge of French and/or Arabic is a considerable asset



## APPLICATION PROCEDURES

Individuals interested in undertaking a secondment at the UfMS should apply by sending an e-mail to [hr.secondment@ufmsecretariat.org](mailto:hr.secondment@ufmsecretariat.org) **including a clear mention of the profile applied for.**

The following documents should be attached to the e-mail:

- A CV in English (pdf format only);
- A motivation letter in English in a separate document (pdf format only);
- A cover letter from the sending administration (institution/ministry) \*.

In case the employer is not the Ministry of Foreign Affairs, a written approval (letter or e-mail) from the UfM Senior Official of the concerned Member State, or the Ministry of Foreign Affairs itself, should accompany the cover letter.

The applications are screened against **minimum eligibility** requirements\*\* taking into account the expertise, experience, competencies and compliance of the candidate with the job description of the requested profile.

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\* ***Prior to any application for a Secondment the individual must obtain the approval/consent of his/her employer.***

\*\* ***Minimum Eligibility requirements:***

*Be nationals of a UfM Member State; be employed by a national, regional or local public administration or an intergovernmental organization.*