



CALL FOR CANDIDATURES: Project Manager Higher Education

UfM/LP/2019/016 – Internal and External Call

1. Subject:

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

Job description / Project Manager Higher Education			
Job Title:	Project Manager Higher Education	Reports to:	DSG Higher Education and Research
Division:	Higher Education and Research	Staff Category Conditions	Contracted Post Classification: Manager Gross Salary Range: 60.000 Euros Contract of 3 years with possibility of extension up to 3 years extension, following performance, applicable Regulations and budget appropriations. 6months probation period.
SUMMARY			
Under the supervision of the relevant DSG, the project manager will assist in carrying out the Division's Work Plan - namely in the higher education area - by advising on and managing the appraisal, preparation, funding and implementation of complex international projects, initiatives and / or activities pertaining to the division's areas of intervention.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">Identifies potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals.In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners.Monitors project work plans and progress; conducts evaluations and assessment of results.Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.)Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.Develops and implements a fundraising strategy; research and contact potential investors and donors for the project (agencies, foundations, etc.).Actively participates 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.Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention.Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues. <p>Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices.</p>			

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- University degree in Economics, Social Affairs or other relevant discipline.
- Minimum 8 years of experience in the field related
- Minimum 5 years of experience in project and/or team management
- Experience in working with development projects funded by international organizations and development agencies.
- Knowledge of the Euro-Mediterranean Higher Education framework is a plus.
- Knowledge of and/or experience in Mediterranean countries is a plus.
- Expertise in EU Procurement rules is a plus.
- 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.

LANGUAGES

- Good command of English and French, orally and in writing. Knowledge of Arabic and/or other language from UFM countries is a plus.

2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv".**

- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **19th of November 2019 (midnight, European time, GMT+1)**.

4. Conditions:

The UFM Secretariat, on the basis of qualifications, will determine the initial grade and step on appointment and could be a grade different from that shown above.

The UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post.

Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org

