



CALL FOR CANDIDATURES

Urban Development Project Manager (ref: UfM/LP/2019/014)

1. Subject:

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

Job Description			
Job Title:	Urban Development Project Manager	Reports to:	Deputy Secretary General Transport and Urban Development
Division:	Transport and Urban Development	Staff category and conditions*:	Staff Category: Contracted Staff Classification: Manager/Expert Contract: 3 years' contract with 6 months' probation period, with a possibility of extension up to 3 additional years following performance, applicable regulations and budget appropriations Salary: 60.000 Euros (annual gross salary)
SUMMARY			
Under the supervision of the Deputy Secretary General of Transport and Urban Development, the Project Manager will assist in carrying out the Division's Work Plan - namely in the area of Urban Development - by advising on and managing the appraisal, preparation, funding and implementation of regional/international projects, initiatives and / or activities pertaining to the Urban Development Sector.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Identifies potential pertinent sustainable urban development pilot projects, initiatives and activities aligned with the UfM roadmap/UfM Urban Development agenda 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 initiatives / project work plans and progress; conducts evaluations and assessment of results.• Participates in the development of the overall evaluation of UPFI Initiative and in the preparation of the seminar to launch the evaluation.• Carries out all aspects of procurement processes related to the sectors of intervention (drafting ToRS, launching tenders etc.)• Devising and managing the implementation of ToRs of external consultants. Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed.• Contributes to the preparation and follow-up of Ministerial Conferences dedicated to urban issues.• Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events related to the Urban Development sectors, as well as UfM missions and high-level visits.• Organizing and managing meetings and work agenda relating to UfM initiatives, including those of the UfM Urban Development Project Committee, UfM Regional Platform on Sustainable Urban Development, UfM WGs, workshops, seminars etc.			



- Engaging in the coordination, organization, conduct and follow-up of, and content preparation for, incoming project-related missions and project activities (conferences, meetings, workshops....);
- 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.
- Contributes to the improvement of the Division's/Secretariat's working methods, by cooperating with other divisions in team works and task forces of the Secretariat, sharing experiences and promoting best practices.

QUALIFICATION, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

- University Master Degree in Economics/ Social Sciences / Engineering/Architecture/Urban Planning or equivalent field.
- Minimum of 8 years of experience relevant to the duties described above.
- 5 years of proven knowledge of and professional experience in project management accompanied by a track record.
- Proven Professional experience in the Urban Development field, capacity building, monitoring of projects
- Experience in working with the existing networks and public and private organizations working in the urban development field.
- Experience in working with sustainable development projects funded by international organizations (in particular the EC), and development agencies.
- Knowledge of and/or experience in Mediterranean countries.
- Strong analytical skills, ability to make sound judgments, critical thinking and problem solving skills.
- Capacity to work on horizontal projects.
- Planning and organizational skills.
- Flexibility and capacity to adapt to organizational frames.
- Computer literacy in MS office tools.
- Excellent communication, drafting and reporting skills.
- Excellent command of English and of another UfM language (French/Arabic/Spanish), both orally and in writing.
- **Applicants must hold the nationality of a member state of the UfM.**

DESIRABLE QUALIFICATIONS

- Expertise in EU Procurement rules.
- Specialization in a relevant discipline to the Sector's activity such as town and land planning.
- Good command of Arabic and/or other UfM languages.



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 **20th of November 2019 (midnight, European time, GMT+1).**

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