



CALL FOR CANDIDATURES: Project Analyst – Social and Civil Affairs

UfM/FT/2022/005

1. Subject:

The UfM Secretariat is seeking to incorporate a Project Analyst for Social and Civil Affairs at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Project Analyst	Reports to:	Deputy Secretary General (DSG) Social and Civil Affairs
Division:	Social and Civil Affairs	Staff category and conditions:	Contracted Staff (Fixed-Term Contract of 3 years, with 6 months' probation period): the renewal of the contract is subject to the positive performance, budget availability, and to the UfM applicable regulation (Staff Regulations and Implementing Rules of the Staff Regulations). Post Classification : CS3 Analyst Gross Salary: 43.000 Euros
SUMMARY			
Under the supervision of the DSG and project managers/advisors, the project analyst will assist in carrying out the Division's Work Plan on Social and Civil Affairs by working on project coordination and supporting the improvement of project processes. The position implies transversal support to the Division in its different Dossiers as well as activities initiation, project monitoring and follow-up, coordination, assisting the Division in events and communication.			
PRIMARY RESPONSIBILITIES			



Under the main supervision of the Deputy Secretary General, and according to priorities and needs of the Division she/he will:

- Support in the content, technical and logistic preparations, operational follow-up of UfM Regional Platforms and their thematic Working Groups, as well as on the relevant Project Committee;
- Contribute to the production of reports, information, data gathering and communication tools in the areas of intervention as required;
- Back office management and coordination to support the Platforms and Working groups on the relevant themes and dossiers of the Division;
- Carry out the tasks and contribute to the organization, logistics and related tasks and contracting procedures of meetings and events of the Division with partners, networks and external stakeholders;
- Assist the Communication Department when developing material related to the Division's activities, events, meetings, initiatives and projects in the relevant themes/areas with regard to messaging and substance;
- Support the DSG/Advisor/Project Manager in project analysis, monitoring and reporting for the UfM project labelling;
- Contribute and facilitate in technical/logistic assistance, operations and processes, monitor performance and carry out all aspects of related public procurement process;
- Assist in developing terms of reference for studies/technical assistance missions linked to project;
- Contribute to operational reporting and follow up on sectorial budgetary allocation;
- Coordinate the design, content creation e-mailing of newsletters and web pages on Euro-Mediterranean Cooperation on the relevant themes as well as on crosscutting related issues.

In addition, she/he might be asked to:

- Support in the planning of activities, identification of priorities and scheduling for the Division;
- Assist the Division according to any other additional demands and needs in the running of its Dossiers;

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:



ESSENTIAL MINIMUM REQUIREMENTS

- Be a national of a member state of the UfM;
- Master's Degree in Social Sciences, Sociology, Gender or Youth Studies, or in Politics and International Relations or relevant areas;
- Minimum of 5 years of experience relevant to the duties/responsibilities described above, preferably gained in international / intergovernmental organizations;
- Of which a minimum of 3 years of experience in projects/initiatives management and/or in operational and cooperation activities duties or equivalent gained in Euro-Mediterranean / intergovernmental organizations;
- Good knowledge of the Social and Civil Affairs fields (gender issues, disability or youth);
- Strong analytical skills and ability to make sound judgments; critical thinking, problem solving skills, work on own initiative and multi-tasking;
- Excellent communication, drafting and reporting skills.
- Excellent command of Microsoft Office®; and is IT savvy.

DESIRABLE KNOWLEDGE AND EXPERIENCE

- Knowledge of and/or experience in one or more of the Euro-Mediterranean countries;

Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize and understand the diverse political, human development and social environments and to accommodate pragmatically and tactfully

LANGUAGES:

- Required:** a) Excellent proficiency and fluency in English, both orally and written.
b) Fluency in another UfM working language (French or Arabic).

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 August, 28th, 2022 (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