



CALL FOR CANDIDATURES:

Project Analyst, Economic Development and Employment Division Internal Call

UfM/FT/2024/03

1. Subject

The UfM Secretariat is seeking to incorporate a Project Analyst for 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) of Economic Development and Employment
Division:	Economic Development and Employment (EDE)	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations Grade: CS3.4 Analyst Gross Annual Salary: 43.000 €
SUMMARY			
<p>Under the supervision of the Deputy Secretary General (DSG) of Economic Development and Employment Division, the Project Analyst will assist in carrying out the Division's Work Plan by working on project coordination and process, as well supporting the improvement of activities of the Division. The position implies transversal support to the Division as well as activities' initiation, monitoring, coordination and communication.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the main supervision of the Deputy Secretary General, and according to priorities and needs of the Division she/he will:</p> <ul style="list-style-type: none">• Support in the technical and logistical preparation and operational follow-up of UfM Regional Platform and its 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;			



- Back office management to support the Platform and Working groups on the relevant thematic 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;
- Coordinate the design, content creation and e-mailing of newsletters on Euro-Mediterranean
- Contribute and facilitate in technical/logistic assistance, operations and processes, monitor performance and carry out all aspects of related public procurement process;
- Contribute to operational reporting and follow up on sectorial budget allocation;
- Assist in developing terms of reference for studies/technical assistance missions linked to project;
- Cooperation on the relevant thematic as well as on crosscutting related issues.
- Support the DSG/Advisor/Project Manager in project analysis, monitoring and reporting for the UfM project labelling;

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;

Carry out other duties as required by the line manager that follows under the corresponding responsibilities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Minimum Requirements

- Currently be a member of the UfM Staff;
- Master's degree related to the thematic relevant to the Division applied for, or in Politics and International Relations, Social Sciences or equivalent 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 Economic Development and Employment fields;
- Excellent organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision;
- Strong analytical skills and ability to make sound judgments; critical thinking, problem solving skills, work on own initiative and multi-tasking;
- Excellent communication - both verbal and written-, drafting and reporting skills;
- Good command of Microsoft Office®;
- Proven ability to work under pressure and to tight deadlines:
- Full professional working proficiency in English and French;

Desirable Knowledge and Experience

- Knowledge of and/or experience in one or more of the Euro-Mediterranean countries;
- Proven capacity to work 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 the activities of the institution to those different environments.

LANGUAGES

- Excellent proficiency and fluency in English and French, both orally and written.
- Good command in one other UfM working language (Spanish 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 **11 February 2024 (midnight, European time, GMT+1)**.

4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a competency-based interview. Based on the selection process progress, an additional selection step might be added.

5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.

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 her/his personal data, she/he shall address it to the following address: hr@ufmsecretariat.org.