



CALL FOR CANDIDATURES:

Project Analyst, Energy and Climate Action Division

UfM/FT/2023/003 (RE-LAUNCH)

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 Project Analyst ECA temporary position for LPG replacement			
Job Title:	Project Analyst	Reports to:	Deputy Secretary General (DSG)
Division:	Energy and Climate Change (ECA)	Staff Category: Conditions:	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations. Post Classification: PM2.4 Analyst Gross Salary 43.000€
SUMMARY			
Under the supervision of the Deputy Secretary General and project managers/advisors/experts, the analyst will actively contribute to the Division's Work Plan by working on projects' analyses and supporting core activities of the Energy and Climate Action Division. The position implies transversal support to the Division as well as activities' initiation, project monitoring and follow-up, coordination and assisting the Division in events and communication.			
PRIMARY RESPONSIBILITIES			
Under the main supervision of the Deputy Secretary General, and according to priorities of the Division she/he will: <ul style="list-style-type: none">• Take an active role supporting the division in the content and preparation of UfM Regional Platforms dedicated to energy and climate action by coordinating the technical and logistic preparations and operational follow-up;• Act as focal point on the logistics and contractual aspects of the organisation of all ECA events or any other related tasks.			



- Coordinate the overall organization of meetings and events of the Division with partners, networks and external stakeholders;
- Liaise with the Communication Department when developing material related to the Division's activities, events, meetings, initiatives and projects in the relevant thematic areas with regard to messaging and substance;
- Actively contribute in technical assistance operations and processes, monitoring of performance and procedures of core aspects of related public procurement process including first draft of ToRs;
- Coordinate the Division's sound financial management through workplan monitoring, operational reporting and follow up on sectorial budgetary allocation, liaising with relevant units and advising on procedures implementation.
- Draft or provide assistance in the development of terms of reference for studies/technical assistance missions linked to projects;
- Coordinate the design, content creation, e-mailing of newsletters and web pages on Euro-Mediterranean Cooperation on the relevant thematic 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

- Master's degree in politics, International Relations, International Law or relevant areas of the Division;
- Minimum of 5 years of experience in public sector or in international / intergovernmental organizations or Investment Banks, of which at least 3 years should be relevant to the duties described in this Call for Candidature;
- Full proficiency in English and fluency in another UfM language, both orally and written, are required;
- Expertise in the field of the Division applied for;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills; able to work independently keeping a cool head under pressure and multi-tasking;



- Excellent communication, drafting and reporting skills;
- Good command of Microsoft Office© and is IT savvy;
- Strong ability to prioritize and meet deadlines;
- Ability to deal with discretion with confidential and sensitive dossiers and situations.

Desirable qualifications

- Experience with administrative and logistical organization of events, preferably in a multilateral context, is a plus;
- Good command of Arabic and/or French would be a strong asset.
- Knowledge of and/or experience in one or more Euro-Mediterranean countries is an advantage;
- Proven experience working in a policy-driven institution, and being able to recognize very diverse political or cultural environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments will be a distinct advantage.

LANGUAGES

- Proficiency and fluency in English and in another UfM language, both orally and written, is required.
- Good command of Arabic and/or French would be a strong asset.

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 April 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.