



CALL FOR CANDIDATURES:

Event Coordination Assistant, CSS, Legal & Administration Department

UfM/FT/2024/09

1. Subject

The UfM Secretariat is seeking to incorporate an Event Coordinator Assistant for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Event Coordination Assistant	Reports to:	Head of Corporate and Support Service (CSS)
Division / Department:	Legal & Administration Department	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules Post Classification: CS4.2 Gross Annual Salary: 36.000 Euros
SUMMARY			
<p>Under the supervision of the Head of Corporate and Support Services, the Events Coordination Assistant will play a pivotal role in providing operational, contractual, and logistical support within the Legal and Administration Department. The role demands a commitment to maintaining high quality, accuracy, and consistency in all tasks.</p> <p>He/she will actively take part in coordinating, conceptualizing, designing, launching, awarding, and implementing a variety of events, including conferences, workshops, working groups, and more, in collaboration with the Divisions.</p> <p>The Events Coordination Assistant will collaborate closely with the UfM's events agencies responsible for managing the logistical aspects of events organised by/at the UfM Secretariat and with all the internal events initiators. The overall supervision of these activities will be overseen by the Head of Unit in conjunction with the Events Assistant.</p>			
PRIMARY RESPONSIBILITIES			
Event organisation and management:			
<ul style="list-style-type: none">Assist in conceptualizing and designing the logistics of events, aiding requesting units in preparing Terms of Reference, Procurement dossiers, and cost estimations.			



- Offer general administrative support as required, encompassing tasks such as organizing, photocopying, filing, archiving, and data entry across various platforms (e.g., Excel, server folders).
- Coordinate logistical and operational tasks pertinent to event organization.
- Schedule appointments, meetings, and oversee conference room preparations and bookings.
- Evaluate tenders and verify eligibility criteria for sponsored participants.
- Ensure technical and contractual compliance, oversee cost control, and ensure the eligibility of expenditures while determining cost-effective solutions for unforeseen situations.
- Maintain the UfM events monitoring tables and update Teams sectorial/activity folders regularly.
- Take minutes during coordination meetings with agencies, departments, and providers.
- Update internal documentation, databases, and templates on a regular basis.
- Aid and supervise on-site major and/or strategic events such as UfM Senior Officials Meetings, Regional Forums, and large conferences.
- Handle protocol and security matters related to events.
- Manage public procurement procedures and associated requests.
- Utilize internal tools to aid in the implementation of the Framework contract for event management.
- Ensure office equipment, furniture, and installations are restored to order following events, in coordination with the events responsible at the UfM and the awarded agency.
- Review of Partnerships agreements.

Other Duties

Undertake additional operational, logistical, and administrative tasks as assigned to support the Corporate and Support Services Unit.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic Background:

- Bachelor's degree is required, ideally in Event Management, Hospitality, Tourism, Business Administration, or a related field.

Professional Requirements:

- Minimum of 3 years of experience, of which minimum 2 in event coordination, preferably within an international or organizational setting.
- Experience in managing public procurement procedures and understanding of contract management.
- Experience in preparing event-related documentation such as Terms of Reference, Procurement dossiers, and cost estimations.
- Previous experience with event coordination, design, and implementation.
- Experience in general administrative tasks including scheduling, filing, archiving, and data entry.
- Proficiency in using various IT tools such as Excel and server folders is essential.

Competencies:

- Excellent organizational skills.



- Demonstrated ability to apply and follow rules.
- Cost control skills with an aptitude for determining cost-effective solutions.
- Effective communication skills with the ability to take meeting minutes accurately and maintain clear and concise internal documentation.
- Exceptional attention to detail with a focus on ensuring the accuracy and completeness of all tasks undertaken.
- Ability to work and collaborate efficiently with colleagues in different departments.
- **Languages:**
 - Proficiency in English and Spanish is essential, both written and spoken.
 - Knowledge of Arabic, and/or French is considered an asset.

Additional desirable experience and competencies:

- **Protocol and Security:** previous experience in handling protocol and security matters related to events effectively will be a plus.
- **EU Public Procurement:** Familiarity with public procurement procedures and the ability to manage associated requests effectively will be 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 **20 May 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.



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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.recruitment@ufmsecretariat.org.