



## CALL FOR CANDIDATURES:

### Interim Manager, Legal & Administration Department

UfM/FT/2024/08

#### 1. Subject

The UfM Secretariat is seeking to incorporate an Interim Manager for the Legal and Administration department for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
<b>Job Title:</b>	Interim Manager	<b>Reports to:</b>	Director of Legal and Administration Department
<b>Division / Department:</b>	Legal and Administration Department	<b>Staff category and conditions:</b>	Short-term Contracted Staff – Interim (estimated initial period: 6 months)  Post Classification: <b>CS1.2</b> Gross Annual Salary: <b>85.333 Euros</b>
<b>SUMMARY</b>			
<p>The Interim Manager is responsible for coordinating the operational activities and managing the Legal and Administration department team.</p> <p>He/she will lead the institutional projects related with the implementation of new Staff Regulations and Implementation Rules as well as participating to other projects related to the organizational development, including internal organizational audits.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Ensures the services related to the Legal and Administration Department (including financial, grants and contractual management, support services, ICT, logistics and legal units/sections) function properly in the smooth running of the UfM Secretariat.</li><li>• Manages the performance of the team to achieve its objectives providing support and the necessary resources.</li><li>• Supports the Head of Units in distributing the workload and tasks, having an efficient organization and Talent in place.</li><li>• Coordinates the external audits to ensure the external auditors receive all required assistance and information, act as focal point and take actions based on the auditor's recommendations.</li><li>• Ensure compliance of administrative procedures, financial regulations and with the accounting rules.</li><li>• Lead the Staff Regulation and Implementing rules revision process in coordination with the HR Unit and the Legal Department. Draft the transition plan and prepare the implementation.</li><li>• Participate actively to initiatives and projects related with the organization development: IDP, audits...</li></ul>			



- Support the Director of Administration in the effective security and control of designated funds allocated to the organization, and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure.
- Advises on dealing with risks, by issuing opinions on the quality management and control systems and by issuing recommendations for improving the conditions of implementation of operations and promoting sound resources management.
- Leading and maintaining the highest of professional standards and expectations.

#### **QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:**

##### **ESSENTIAL REQUIREMENTS**

- Be a national of a member state of the UfM;
- Minimum of 10 years of finance and administration management, in intergovernmental or international organizations;
- Minimum 5 years of experience in project, resources and team management;
- Master's degree in Finance and/or Accounting, Business Administration, Economics or similar;
- Knowledge about European Commission's regulations and procedures in finance and accounting;
- Ability to analyse financial data and prepare financial reports statements and projections;
- Excellent people management skills;
- Leadership skills;
- Team player;
- Negotiation and communication skills;
- Strong analytical skills and ability to make sound judgements;.
- Ability to strictly comply with impartiality and confidentiality obligations; and
- Ability to work in a multicultural environment.

##### **OTHERS**

- Experience in international environment, preferably in international cooperation will be a plus.
- Knowledge and/or work experience in Mediterranean countries is an advantage.
- Motivation for the UfM Mission.

*Gender equality, diversity & inclusion among UfMS staff members is promoted.*

#### **LANGUAGES SKILLS REQUIREMENTS:**

Full proficiency in English and of another UfM language, both orally and in writing.

## **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 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.recruitment@ufmsecretariat.org](mailto:hr.recruitment@ufmsecretariat.org).*