



## CALL FOR CANDIDATURES:

### Procurement Assistant, Legal & Administration Department

UfM/FT/2024/10

#### 1. Subject

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

JOB DESCRIPTION			
<b>Job Title:</b>	Procurement Assistant	<b>Reports to:</b>	Procurement Officer
<b>Division / Department:</b>	Legal & Administration Department	<b>Staff category and conditions:</b>	Contracted Staff as per Staff Regulations and Implementing Rules Post Classification: <b>CS4.2</b> Gross Salary: <b>36.000 Euros</b>
<b>SUMMARY</b>			
<p>Under Supervision of the Procurement Officer, Procurement Assistant will be responsible of giving support in analyzing, planning, and executing procurement activities in compliance with EU regulations and policies.</p> <p>She/he promotes a client-oriented approach consistent with UfMS rules and regulations, administrative instructions, plans and internal procedures.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Assists with the preparation and issuance as well as controls of Tender Dossiers, Expressions of Interest, Call for proposals, and all procurement-related documents, contracts, instructions, etc., in accordance with EU rules and regulations and the European Union's Practical Guide (PRAG). Ensure high quality standards of all documents.</li><li>• Assist operational initiators with the formal aspects of the preparation of a tender dossier /call for proposals and contracting processes.</li><li>• Assists with the evaluation of tenders in keeping with the procurement rules of procedures set out in EU rules and regulations and the European Union's Practical Guide (PRAG). Work with evaluation committees, assisting in the clarification phase, and facilitate negotiations and awards of contracts.</li><li>• Assists with the notification of results of tenders to all successful and unsuccessful bidders.</li><li>• Contribute to the preparation of grant agreements/ contracts/addenda with the selected beneficiary / contractors / implementing partners</li></ul>			



- Collecting data and preparing reports;
- Assists in maintaining and organizing all procurement documentation in their respective files and ensure they are complete and secured for further reference by the EU and/or internal and external auditors.
- Procurement inbox management and email dispatch;
- Follows up contracts and work with the relevant internal stakeholders (Technical Officers, Finance, etc.) to monitor invoices submitted by contractors and ensure that payments are performed in accordance with the contractual provisions.
- Use internal IT tools to help with the implementation of financial systems (data entry, processing cases, monitoring dossiers in process, etc.) and support the preparation of periodic closures and budget monitoring.
- Participates in the development and maintenance of procurement policies.
- Observes Quality Assurance standards in the procurement of goods and services

**Other contractual and administrative duties as assigned supporting the Legal and Administration Department.**

#### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

##### **Academic background:**

- University (Bachelors) degree in law, business administration or related field as minimum requirement.

##### **Minimum requirements:**

- 3 years professional experience with at least 2 years in public procurement
- Knowledge of procurement and/or grant rules of the European Commission.
- Full proficiency in IT tools, particularly in excel and word as well as in digital communication tools

##### **Desirable requirements**

- International experience, particularly in international organizations
- Knowledge and/or work experience in Mediterranean countries is an advantage

##### **Competences:**

- Excellent organization and strong ability to meet deadlines
- High-level of accuracy and attention to details
- Team working: ability to work co-operatively and effectively with others in an international, multi-cultural environment including information sharing and mutual help.
- Communication skills
- Ability to deal with discretion with confidential and sensitive dossiers

##### **Languages**

- Excellent written and oral command in English as minimum requirement.
- Good command of a 2<sup>nd</sup> UfM language (Arabic, French and/or Spanish) 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 **5 July 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](mailto:hr@ufmsecretariat.org).*