



## CALL FOR CANDIDATURES:

### Professional Assistant (short-term replacement)

UfM/ST/2024/12

#### 1. Subject

The UfM Secretariat is seeking to incorporate a Professional 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>	Professional Assistant	<b>Reports to:</b>	Deputy Secretaries General (DSGs) of the Divisions assigned to.
<b>Divisions:</b>	Social and Civil Affairs (SCA) and Transport and Urban Development (TUD)	<b>Staff category and conditions:</b>	<b>Contracted Staff</b> as per Staff Regulations and Implementing Rules of the Staff Regulations  <b>Grade:</b> CS4.2 Assistant  <b>Gross Annual Salary:</b> 36.000 €
<b>SUMMARY</b>			
Under the supervision of the concerned Deputy Secretaries General, the professional assistant will provide secretarial, clerical and administrative support to both Divisions.			
<b>PRIMARY RESPONSIBILITIES</b>			
Under the supervision of two Deputy Secretaries General (DSGs) the Professional Assistant has to support two Divisions to foster regional dialogue and promote regional projects in the assigned fields:			
<b>1. Providing general support to the DSGs and Divisions' Staff in administrative matters:</b>			
<ul style="list-style-type: none"><li>Organizing and maintaining diaries and making appointments (only for DSGs)</li><li>Preparing procurement, missions and payment requests (only for DSGs)</li></ul>			



- Arranging working missions (arranging travel, accommodation, visas, etc.) (only for DSGs)
- Organizing and maintaining files and records, database of contacts, etc.
- Meeting and greeting visitors at all levels of seniority
- Dealing with incoming telephone calls, emails, faxes and post, screening enquiries and requests and handling them as appropriate
- Support the Division team in preparing and organizing meetings and events with internal staff and/or with external stakeholders, in coordination with the Communication & Events Department, and when appropriate with the event company and providers
- Providing general assistance during presentations
- Providing general assistant with request related to the Ministry of Foreign Affairs
- Liaising with other Divisions and Departments of the UfM Secretariat

## **2. Providing general support to the DSGs and Divisions' Staff in operational matters:**

- Attending meetings and taking minutes;
- Gathering preparatory documents for meetings and missions, including presentations;
- Collecting and disseminating communication material related to the Divisions' projects and activities, when necessary, in coordination with the Communication Department;
- Monitoring and updating internally activities of the Divisions, when necessary, in coordination with the Communication Department;
- Sharing with the teams internal and external communications received from Cabinet, other Divisions, and sector stakeholders, on Division mailboxes or by other means;
- If requested support with the drafting of emails and communications;

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

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

### Minimum requirements:

- 3 years of secretarial experience in a multicultural environment would be desirable;
- Bachelor's Degree in Communication, Social Sciences, Business Administration or equivalent;
- Excellent computer literacy;
- Excellent organizational skills including ability to prioritize, multi-task, and work effectively with minimal supervision;
- Excellent communication skills, both verbal and written;
- Professional telephone manners;



- Proven ability to work under pressure and to tight deadlines;
- High-level of accuracy and attention to detail.

## LANGUAGES

Fluency in English is mandatory. Good command of Spanish is desirable and other UfM languages would be considered as a strong asset (French and 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 **22<sup>th</sup> November 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.



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### **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).*