



CALL FOR CANDIDATURES:

CAB Analyst - Support Functions , Cabinet of the Secretary General , UfM/ST/2025/03

1. Subject

The UfM Secretariat is seeking to incorporate a CAB Analyst - Support Functions for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	CAB Analyst - Support Functions	Reports to:	Director of the Cabinet of the Secretary General
Division / Department:	Cabinet of the Secretary General	Staff category and conditions:	Contracted Staff (Short-Term Contract until December 2025 , renewable, with 6 months' probation period): The duration of the contract will be determined based on the recruitment process, the possibility of extension is subject to positive performance, applicable regulations and budget appropriations. Post Classification: PM2.2 Analyst Gross Salary 53,542€
SUMMARY			
<p>Under the supervision of the Director of Cabinet, and the overall guidance of the Secretary General of the Union for the Mediterranean, the CAB Analyst for the Support Functions will provide strategical and business-oriented solutions to the leadership in relation with questions related with the operational processes and in close coordination with the UfMS internal divisions and units.</p> <p>She/he will serve as a strategic bridge between the Cabinet (CAB) and other divisions, ensuring that technical, financial, and operational issues are effectively translated into actionable insights for decision-making. The role facilitates alignment between political and strategic objectives and their translation into operational budgets and plans, contributing to the organization's effectiveness – as well as to the ongoing internal reform initiatives</p>			
PRIMARY RESPONSIBILITIES			
1. Strategic Support: <ul style="list-style-type: none">• Translate complex technical, financial, and support issues into clear, actionable insights for the leadership.			



- Provide informed proposals, solutions, and options to assist CAB in decision-making processes.
- Analyze divisional requests and inquiries to ensure alignment with organizational priorities.
- Act as a liaison to ensure efficient communication and cooperation between CAB and other divisions.

2. Planning:

- Collaborate with divisions and departments to align political and strategic objectives with the operational, budgetary and financial planning.
- Facilitate and support the planning process to ensure coherence between objectives and resource allocation.

3. Organizational Reform:

- Provide change management support to the ongoing organizational reform initiatives and provide expert input to ensure successful implementation.
- Coordinate internally with the Administration department, with external consultants and other stakeholders to facilitate transparency and accountability.

Any other tasks aligned with the role, as assigned by the Secretary General and Direction of Cabinet.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Essential requirements:

- Master's degree in Business Administration, Economy, Finance or equivalent academic qualification in related fields;
- Minimum 5 years of experience in working within an international environment, ideally an international public organization and/or multinational private sector;
- Minimum 3 years of experience relevant to the duties described above;
- Knowledge of :
 - Procurement in the international public sector, including EU regulations related to procurement and grants awards, with expertise in PRAG processes and compliance;
 - Financial management of international organizations;
 - Planning and reporting of international projects (e.g., in the area of cooperation for development)
- Business partnering orientation: ability to understand the objectives of the organization and analyze real-time information to support the leadership decision-making;
- Strong internal client focused approach and ability to foster collaboration across divisions
- Good communication and interpersonal skills;
- Positive and problem solving approach;



- Ability to work in an intercultural environment;
- Drive a positive and results-oriented approach within the scope of responsibilities;
- Ability to maintain discretion and composure. Effectively handling confidential and sensitive dossiers and situations with discretion.
- Interest and potential experience in international relations in the Mediterranean region;
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook;
- Nationality of a UfM member country (<https://ufmsecretariat.org/who-we-are/member-states/>);

Desirable requirements:

- Experience in participating to organizational transformation processes
- Change management experience

Languages

- Fluency in English and in another UfM language (Spanish, French or Arabic).
- The Knowledge of other languages of UfM countries is considered an advantage.

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 **3 March 2025 (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.



Union for the Mediterranean
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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@ufmsecretariat.org.