



CALL FOR CANDIDATURES:

Event Coordination Analyst, Finance, Legal & Administration Department UfM/ST/2025/05 (INTERNAL CALL)

1. Subject

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

JOB DESCRIPTION			
Job Title:	Event Coordination Analyst	Reports to:	Head of Corporate and Support Service (CSS)
Division / Department:	Finance, Legal & Administration Department	Staff category and conditions:	Contracted Staff (Short-Term Contract of 1 year, renewable, with 6 months' probation period): the possibility of extension is subject to positive performance, applicable regulations and budget appropriations. Post Classification: CS3.4 Analyst Gross Salary 43.860€
SUMMARY			
<p>Under the supervision of the Head of Corporate and Support Services, the Event Coordination Analyst will play a crucial role in providing operational, contractual, and logistical support within the Finance, Legal and Administration Department. The position requires a high level of accuracy, efficiency and coordination to ensure the smooth execution of events and related processes.</p> <p>The Event Coordination Analyst will be actively involved in coordinating, planning, designing, launching, awarding, and implementing a wide range of events and projects, including conferences, workshops, and working groups, in close collaboration with the UfM divisions.</p> <p>Additionally, the Event Coordination Analyst will work closely with external event management agencies handling the logistical aspects of events, as well as internal event initiators. The overall supervision of these activities will be managed by the Head of Unit, in close coordination with the selected Events Coordination Analyst and the in house Events Assistant.</p>			
PRIMARY RESPONSIBILITIES			
Event organisation and management:			
<ul style="list-style-type: none">• Provide support in conceptualizing, designing, and coordinating the logistics of events, ensuring alignment with strategic objectives.			



- Support requesting Units and Divisions in preparing Terms of Reference, procurement dossiers, and cost estimations to ensure efficient event planning.
- Provide general administrative support, including document organization, filing, archiving, and data entry across multiple platforms (e.g., Excel, shared server folders).
- Oversee logistical and operational aspects of event management, including venue selection, catering, transport, and security arrangements.
- Schedule and coordinate meetings, appointments, and conference room bookings, ensuring proper setup.
- Assist in the evaluation of tenders and verify eligibility criteria for sponsored participants.
- Monitor compliance with technical, contractual, and financial regulations, ensuring cost control, eligibility of expenditures, and risk mitigation for unforeseen circumstances.
- In close coordination with the events assistant, maintain and update event monitoring tables, internal databases, and Teams sectorial/activity folders to ensure proper documentation.
- Draft and distribute meeting minutes for coordination meetings with event agencies, internal departments, and external providers.
- Provide on-site support and supervision for major and high-level events, such as UfM Senior Officials Meetings, Regional Forums, and international conferences.
- Coordinate protocol and security arrangements for events, ensuring alignment with official standards.

Procurement and Contract Management:

- Manage public procurement procedures, ensuring compliance with internal policies and external regulations.
- Utilize internal financial and procurement tools to support the implementation of the Framework Contract for event management.
- Monitor contractual compliance of service providers and suppliers, ensuring adherence to agreed-upon terms and conditions.
- Review and assist in the negotiation of partnership agreements related to event organization.

Others:

- Contribute to continuous process improvement by identifying opportunities to streamline workflows and optimize event organization.
- Provide administrative and logistical support to the Corporate and Support Services Unit as required.
- Undertake any additional operational, logistical, and administrative tasks assigned to support the Corporate and Support Services Unit.
- Stay up to date with best practices in event management, procurement, and operational logistics, ensuring continuous improvement in the execution of responsibilities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic Background:

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



Professional Requirements:

- Minimum of 5 years of experience in a multicultural environment, of which minimum 3 in event coordination, design, and implementation, preferably within an international or organizational setting/public sector.
- 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.
- Proficiency in using various IT tools such as Excel and server folders is essential.

Competencies:

- Excellent organizational skills.
- Internal client orientation: ability to support and collaborate efficiently colleagues in different departments
- Demonstrated ability to apply and follow rules.
- Ability to coordinate activities and work closely with external service suppliers handling the logistical aspects of events, as well as with internal event requesters.
- Cost control skills with an aptitude for determining cost-effective solutions.
- Results oriented.
- 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.
- Team work.

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 **27 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.

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.