



CALL FOR CANDIDATURES:

Project Analyst, Water, Environment & Blue Economy (WEBE), UfM/ST/2025/04

1. Subject

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

JOB DESCRIPTION			
Job Title:	Project Analyst	Reports to:	Deputy Secretary General
Division / Department:	Water, Environment & Blue Economy (WEBE),	Staff category and conditions:	Contracted Staff (Short-Term Contract) until 30 March 2026, 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: CS.3 Analyst Gross Salary 43.860 €
SUMMARY			
Under the supervision of the Deputy Secretary General (DSG) of the Water, Environment and Blue Economy Division, the Project Analyst will assist the Division in supporting the activities related to the daily management and implementation of its work programme, contributing to the preparation and organisation of UfM meetings and events in the water sector, including by ensuring coordination with the other members of the Division and collaboration with other UfM Divisions.			
PRIMARY RESPONSIBILITIES			
Under the main supervision of the Deputy Secretary General, and according to priorities and needs of the Division she/he will: <ul style="list-style-type: none">- Support in the technical and logistic preparations, as well as operational follow-up of the UfM Water Dossier.- Support in the identification of priorities and planning of the thematic activities;- Contribute to the production of reports, information, data gathering and communication tools in the areas of intervention as required;			



- Support the organization of a potential future Ministerial; the Water Regional Platform and Working Groups; as well as other meetings and other associated events.
- Assist in the monitoring and implementation of Ministerial mandates on water.
- Carry out the tasks and contribute to the organisation, logistics and related tasks and contracting procedures of meetings and events of the Division with partners, networks and external stakeholders;
- Assist the Communication Department when developing material related to the Division's activities, events, meetings, initiatives and projects in the relevant themes/areas with regard to messaging and substance;
- Support in the analysis, monitoring and reporting for the UfM project labelling;
- Contribute and facilitate technical/logistic assistance, operations and processes, monitor performance and carry out all aspects of related public procurement process
- Assist in developing terms of reference for studies/technical assistance missions linked to project;
- Contribute to operational reporting and follow up on sectorial budgetary allocation;
- Coordinate the design, content creation e-mailing of newsletters and web pages on Euro-Mediterranean Cooperation on the relevant themes as well as on crosscutting related issues.
- Assist the Division according to any other additional demands and needs in the running of its Dossiers;
- Represent the Division at meetings and events, if so required;
- Carry out other duties as required by the DSG that follows under the corresponding responsibilities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Master Degree in Economics / Social sciences / Engineering or equivalent field;
- Minimum of 5 years of experience relevant to the duties in the relevant field including project management as described above;
- Good knowledge of the region (political, social and economic aspects);
- Strong drafting and analytical skills combined with sound judgement;
- Excellent communication skills in a complex, multicultural and diplomatic environment;
- Demonstrated ability to develop and maintain productive and professional relationships with government counterparts (both at national and regional level) and partners;
- Planning and organisational skills.
- Computer literacy in MS office tools.

Desirable requirements:

- Knowledge of and/or experience in Mediterranean countries.
- Specialisation in the water sector.



LANGUAGES SKILLS REQUIREMENTS:

- Good command of English, both orally and in writing and of 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 **24 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,



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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.