

CALL FOR CANDIDATURES:

RELAUNCH: Project Analyst, Directorate of Operations and Partnerships (DOP)

UfM/FT/2025/02

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:	Executive Director of DOP
Division / Department:	Directorate of Operations and Partnerships (DOP)	Staff category and conditions:	<p>Contracted Staff (Fixed-Term Contract of 3 years, with 6 months' probation period): <i>the renewal of the contract is subject to the positive performance, budget availability and funding from applicable grants*, UfM applicable regulation (Staff Regulations and Implementing Rules of the Staff Regulations)</i></p> <p>Post Classification: CS3.4 Analyst</p> <p>Gross Salary: 43,860 €</p> <p><i>* this post is partly funded by the cooperation agreement between UfM and AECID and will depend on related funds and conditions</i></p>
SUMMARY			
<p>Under the supervision of the Executive Director of DOP, the Project Analyst will contribute to carrying out the sound implementation of operations and partnerships supporting the execution and strengthening of the UfM core activities.</p> <p>More specifically the Project Analyst will follow up and monitor the cooperation agreement with the AECID. She/he will support the efficient planning and implementation of cooperation agreements by promoting coordination between all relevant stakeholders and by ensuring the monitoring and the consolidation of the operational and financial reports.</p> <p>The Project Analyst will also contribute to working methods with regards to all phases of project work and actively engage in any reflection for their improvement.</p>			

PRIMARY RESPONSIBILITIES

Coordination and Monitoring of the implementation of partnership agreements:

- Coordinate with the contributing Divisions & Departments, with special focus on those involved in the cooperation agreement with AECID, to closely monitor ongoing activities, resources consumption and communication efforts on a continuous basis;
- Consolidate reports and Divisions' inputs; analyze global overviews; provide forecasts of upcoming periods and deliver recommendations; particularly for activities linked to the cooperation agreement with AECID;
- Contribute under the supervision of the Executive Director to the follow up, monitoring and reporting of the cooperation agreement with AECID;
- In coordination with the Finance and Contracts Unit, prepare annual work plans, budgets, relevant financial information, inputs on programmes implementation for the purpose of internal monitoring, annual auditing and audited financial reports submission;
- Prepare narrative reports on consultation meetings with partners, on programmes implementation and related indicators;
- Ensure regular contacts with AECID as relevant.

Contribute to working methods with regards to all phases of project work:

- Cooperate with the contributing Divisions and departments, sharing experiences and promoting best practices;
- Help in ensuring coherence and synergies between initiatives of the UfM Secretariat related to projects in different fields of action, as well as with relevant activities of key external partners;
- Support the Divisions, especially those involved in the cooperation agreement with AECID, in the application of internal project working methods & tools;
- Contribute and actively engage in any reflection on improvement of working methods and concepts and to any reflection on innovative financing;
- Contribute to transversal coordination activities, such as annual UfMS Work Programmes, annual UfMS Activity Reports, and other horizontal coordination tasks.

In addition, the Project Analyst will be asked to:

- Contribute to the planning of activities, identification of priorities and scheduling for DOP;
- Present, under the supervision of the Executive Director, the work of the UfM Secretariat on projects to external partners;
- Other relevant duties as assigned by the Executive Director of DOP.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Be a national of a member state of the UfM;
- University Degree (Master or equivalent) in Economics, Project management, Business Administration, Engineering, Political Sciences, International Relations or equivalent academic qualification in related fields;
- Minimum 5 years professional experience in an international context, including donors, development institutions and/or in the multinational private sector;
- Experience of minimum 3 years relevant to the duties described above with exposure to project management, international cooperation or equivalent fields;
- Excellent computer skills and ability to work independently using Microsoft Office tools.

Desirable requirements:

- Knowledge of development cooperation EU rules;
- Experience in the management of financial agreements;
- Strong ability to meet deadlines;
- Knowledge and/or work experience in UfM countries is an advantage;
- Excellent team working;
- Communication skills;
- Ability to deal with discretion with confidential and sensitive dossiers and situations.

Languages:

- Full proficiency in English (both orally and written) is mandatory;
- Intermediate proficiency in Spanish (both orally and written) is highly desirable;
- Proficiency in another UfM language (French or Arabic), would 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 May 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.