



CALL FOR CANDIDATURES:

Deputy Director of Administration

Finance, Legal & Administration Department

UfM/FT/2025/10

1. Subject

The UfM Secretariat is seeking to incorporate a **Deputy Director of Administration** for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Deputy Director of the Administration Department	Reports to:	Director of Administration
Division / Department:	Administration Department: Finance, Corporate and Support Services (CSS), Contracts and Procurement, IT	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules Post Classification: CS1.2, Step 1 Gross Salary : 87,040 Euros
SUMMARY			
<p>The Deputy Director of Administration is responsible to support operationally the overall leadership and effective performance of the Administration Department, in accordance with Section IX of the Statutes of the Secretariat.</p> <p>The role contributes that the organization's accounting systems, financial and procurement processes, and reporting mechanisms meet the highest standards of accuracy, compliance, and transparency, applying deep technical and procedural expertise in line with institutional regulations and delegated authorities.</p> <p>The Deputy Director supports operationally the leadership of the department's core functions—Finance, Central Support Services (CSS), Contracts and Procurement, and Information Technology—ensuring that each team delivers professional, efficient, and mission-aligned support services across the UfM.</p>			
PRIMARY RESPONSIBILITIES			
<p>Under the supervision of the Director of Administration and as a member of the UfM Management Committee, the Deputy Director of Administration contributes to:</p> <ul style="list-style-type: none">Lead the development, implementation and monitoring of comprehensive financial strategies, policies and procedures in line with organizational goals, EU financial regulations, international accounting standards (e.g., IPSAS) and donor requirements.			



- Oversee all financial operations, including budgeting, forecasting, financial reporting, accounting, treasury management, payroll and procurement.
- Defining the department's work programme in collaboration with the various Units, ensuring alignment with the UfM strategy.
- Ensuring the department has the appropriate resources and people to implement its activities and achieve organizational goals.
- Overseeing the organization's financial management, ensuring accuracy, compliance, and integrity in all accounting operations in accordance with applicable regulations and internal governance frameworks.
- Ensuring the implementation of agile processes and digital tools within the department, fostering a culture of continuous improvement to effectively support the organization's activities.
- Driving continuous improvement of financial workflows, procedures, and systems to maintain operational excellence.
- Ensuring that the IT infrastructure and up-to-date technology meet the organization's needs, and that the ICT operations activities (maintenance of information systems, management of the infrastructure, helpdesk coordination, security coordination) are implemented.
- Ensuring that the CSS Unit provides agile support to all departments and divisions in logistics, event coordination, mission management, and facility operations, ensuring a functional and safe workplace.
- Reporting regularly to the Secretary General, including on the implementation status of ongoing projects.
- Providing all required information and input and actively participate in the Management bodies.
- Provide strategic financial analysis and advice to support informed decision-making and resource allocation.
- Carrying out any other duties assigned by the Director of Administration, including representing them in meetings and conferences, preparing notes, talking points, or speeches, and any other tasks within the scope of your competencies.
- Ensuring performance management of teams (Finance, CSS, Contracts and Procurement, IT), setting objectives for direct reports and evaluating their contributions to departmental goals.
- Motivating and support team development by promoting training and professional growth opportunities within the organization.
- Support and implement the change initiatives within the organization.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic Background:

- **Master's degree** in Business Administration, Finance, Accounting, Economics or any related fields.
- Professional accounting qualification (e.g. ACCA, CIMA, CPA, Certified Public Accountant) is highly desirable.

Professional Requirements:

- **Minimum of 10 years of professional experience**, of which at least **8 years in management roles** relevant to the duties described above.



- **Management:** Demonstrated experience in managing administrative services, including budget responsibility, with a strong grasp of institutional governance and internal control frameworks, in managing complex budgets and financial reporting for institutional donors.
- Experience with audit management and risk assessment.
- **Accounting Expertise:** Proven in-depth technical knowledge of accounting principles and procedures (e.g., Generally Accepted Accounting Principles), including oversight of accounting systems, validation of financial processes, accounting policies and preparation of financial statements, ensuring compliance with applicable accounting standards and institutional rules.
- **Communication & Institutional Representation:** Excellent communication and interpersonal skills, with the ability to represent the organisation at senior levels, engage effectively with institutional stakeholders, and promote a culture of accountability and service excellence.
- **Analytical & Decision-Making Skills:** Strong ability to assess complex financial data, exercise sound judgment, support high-quality financial reporting and decision-making.
- **Institutional & EU Financial Knowledge** (Highly desirable): Experience working in EU institutions or Agencies, with familiarity in EU financial systems, programme structures, and financial management standards.
- **Leadership and people management skills:** ability to give directions, take decisions, manage and motivate people effectively
- Planning and organizational skills.
- **Service-oriented and results-driven attitude.**
- High level of both **resilience and confidentiality.**

Additional desirable experience and competencies:

- Knowledge and/or work experience in Mediterranean countries is an advantage

LANGUAGES SKILLS REQUIREMENTS:

- Minimum Requirements: Excellent knowledge of English in speaking and writing and another UfM Language (French, Spanish or Arabic).
- Desirable: the knowledge of other Euro-Mediterranean languages would be an asset.



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 **15 September 2025 (midnight, European time, GMT+2)**.

4. Selection Process

Complete applications are assessed based on relevant experience, educational background, and required skills. Eligible candidates will undergo a selection process that includes a competency-based interview and may also involve technical tests.

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.