Union for the Mediterranean – Call for Candidatures Ref. UfM/FT/2025/11

Job Title:	Director of the Administration Department
Ref.	UfM/FT/2025/11
Department / Division /Unit	Administration Department: Finance, Corporate and Support Services (CSS), Contracts and Procurement, Grants & Funds Management, Information Technology (IT)
Reports to:	Deputy Secretary General - Administration
Post Classification/ Grade:	CS1.1, Step 1
Annual Gross Salary :	95,198 Euros
Contract Type	Contracted as per Staff Regulations and Implementing Rules

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

Summary

The Director of Administration is responsible for the overall leadership and effective performance of the Administration Department, in accordance with Section IX of the Statutes of the Secretariat.

The role ensures 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 and internationally recognised financial and accounting standards.

The Director provides strategic leadership to the department's core functions—Finance, Central Support Services (CSS), Contracts and Procurement, Grants & Funds management, and Information Technology—ensuring that each team delivers professional, efficient, and mission-aligned support services across the UfM.

The Director of Administration reports directly to the Deputy Secretary General of Administration and is a member of the UfM Management Committee.

Key Responsibilities

- 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.
- Provide strategic financial analysis and advise senior management on administrative, financial and institutional risks, governance frameworks, internal control systems and resource allocation to support informed decision-making.
- Define the department's work programme in collaboration with the various Units, ensuring alignment with the UfM strategy.
- Ensure the Department has the appropriate resources and people to implement its activities and achieve organizational goals.
- Oversee the organization's financial management, ensuring accuracy, compliance, and integrity in all accounting operations in accordance with applicable regulations and internal governance frameworks.
- Ensure the implementation of agile processes and digital tools within the department, fostering a culture of continuous improvement to effectively support the organization's activities.
- Drive continuous improvement of financial workflows, procedures, and systems to maintain operational excellence;
- Act as the UfM Accounting Officer and ensure the accuracy, completeness, transparency and integrity of financial operations, accounting systems and institutional reporting, in accordance with applicable institutional rules and internationally recognised accounting standards.
- Ensure 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.

- Ensure 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.
- Report regularly to the Secretary General, including on the implementation status of ongoing projects and provide strategic briefings and policy inputs on administrative, financial and governance matters.
- Actively participate in the Management Committee and provide all required information and input.
- Carry out any other duties assigned by the Deputy Secretary General, including representing them in meetings and conferences, preparing notes, talking points, or speeches, and any other tasks within the scope of your competencies.
- Engage with Member States, donors, auditors and other institutional bodies on financial and administrative matters and represent the UfM at senior-level institutional meetings and forums.
- Ensure performance management of teams (Finance, CSS, Contracts and Procurement, Grants & Funds Management, IT), setting objectives for direct reports and evaluating their contributions to departmental goals.
- Motivate and support team development by promoting training and professional growth opportunities within the organization.
- Act as a driver of change within the organization.

Role Requirements

Eligibility	• Be a national of a UfM Member State (https://ufmsecretariat.org/who-we-are/member-states/)
Educational 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.
Experience & Knowledge	• A minimum of 16 years of progressively responsible professional experience relevant to the duties of the position, including at least 8 years in senior managerial or leadership roles overseeing administrative services, financial operations or corporate services, with direct line-management responsibility for multidisciplinary teams and accountability for complex budgets. • 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. • Accounting Expertise: Proven in-depth technical knowledge of accounting principles and procedures (e.g., Generally Accepted Accounting Principles, IFRS and/or IPSAS), 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. • Audit & Risk Management: Experience with audit management and risk assessment. • 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
Desirable Experience & Knowledge	• Experience working in an EU institution or agency, an international organisation, or a comparable public-sector or institutional environment. • Knowledge of and/or practical experience applying PRAG is highly desirable. • Experience overseeing multidisciplinary corporate functions such as contracts and procurement, grants and funds management, IT, logistics, facilities or event management is highly desirable. • Knowledge and/or work experience in Mediterranean countries is an advantage
Language Requirement	• 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.

Competency Requirements

- 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.

- **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.**

.

Submission of applications:

Details

- 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.
- Applications must be submitted exclusively through the application portal on the UfM website. Please do not contact UfM Departments, Divisions, Units, members of the Selection Panel or individual staff members directly regarding your application or the selection process.
- Due to the high volume of applications, the HR Unit is unable to provide individual feedback and may not be able to respond to every query. Only shortlisted candidates will be contacted regarding the next steps of the selection process.
- In case you experience a technical issue while submitting your application, please send an email to hr.recruitment@ufmsecretariat.org. Kindly include the position title in the subject line and attach your CV and Cover Letter in English. Please make sure to briefly explain the issue you encountered in your message, as we may not be able to process your application without this information.

Submission Date

- Complete applications must be submitted by 17 November 2026 **(midnight, Central European Time – CET, GMT/UTC+1)**

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

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.recruitment@ufmsecretariat.org.