Union for the Mediterranean – Call for Candidatures Ref. UfM/ST/2026/10

Job Title:	Grants and Funds Management Analyst
Department / Division /Unit	Finance & Contracts /Finance, Legal & Administration Department
Reports to:	Head of Finance & Contract Unit
Post Classification/ Grade:	CS3.4 Officer/Analyst, Step 1
Annual Gross Salary :	43,860 Euros
Contract Type	Contracted as per Staff Regulations and Implementing Rules Short-term contract for a duration of 1 (one) year, renewable, with a three (3)-months' probation period. The possibility of extension is subject to positive performance, applicable regulations and budget appropriations

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

Summary

Under the supervision of the Head of Finance & Contract, the Partnerships, the Grants and Funds Management Analyst will be responsible for supporting the provision of financial and administrative services in the Admin & Legal Department ensuring high quality, accuracy and consistency of work. S/he will be in charge of contractual, administrative and financial (monitoring an reporting) tasks of financial agreements, Grants and "forwarding funds" to third parties (sub-granting) instruments resulting from cooperation agreements with national and international financial institutions such as AECID, SIDA, GIZ, European Commission, (...). She/he shall promote a client-oriented approach according to the UfMS rules and regulations and shall abide by security policies, administrative instructions, plans and procedures of the UfMS.

Key Responsibilities

Pre-Award phase and Contract Drafting

- Under the supervision of the Head of Finance and Contracts and in coordination with the Directorate's of Operation and Partnerships (DOP), actively participate in the programming discussions, drafting of the call for proposals, define the submission period; and draft guidelines for applicants including the eligibility and selection criteria;
- During the submission period, contribute to the administration of the registration of proposals and provide additional information and clarification to the applicants when needed;
- Participate in the technical and administrative evaluation of proposals according to criteria published in the aforementioned guidelines (eligibility, selection and awarding criteria) and ensure that the basic principles for grants are respected;
- Consolidate the evaluations and ensure the awarding according to ranking of the proposals against the available budget of the call of proposals;
- Draft the agreement and liaise accordingly with the applicants/promoters;
- Publish the awarded grants;
- Draft selection reports ensuring the transparency and the compliance with all related regulations, rules and principles;

Post Award and Contract Management

- Contribute under the supervision of the Head of Finance and Contracts to the monitoring and reporting of the cooperation agreements;
- In accordance with UfM internal procedures, support the preparation of MoUs alongside the Legal Officer; support DOP with amendment requests and extension notifications; review requests for modifications;
- Contribute to translating donor budgets into UfM activity-based budgets, in accordance with the UfM annual budgets, and maintain traceability between donor budgets and UfM budgets;
- Consolidate reports and Divisions' and DOP inputs; analyze budget reports; provide recommendations;

- Ensure that grants, subgrants and contracts are executed in a timely manner;
- Ensure there are no deviations from authorized procedures for each unique contract and grant;
- In coordination with DOP, prepare budgets, relevant financial information, inputs on programmes; implementation for the purpose of internal monitoring, annual auditing and audited financial reports submission;
- In coordination with DOP, ensure regular contacts with Development Agencies as relevant.

Reporting, and Budget Reconciliation

- Ensure that grants and sub-grant related administrative processes and procedures are standardized and consistently implemented, including agreements, disbursements, and reporting;
- Maintain the grants tracking database and oversee related documentation;
- Ensure potential issues and amendment requests are flagged promptly to donors;
- Deliver reports; budget projections and expenditures monitoring on all grants and contracts;
- Track and project revenue and expenditures by specific funding category and deliver forecasts;
- Respond to financial enquiries by collecting data; analyse and investigate variances; summarizing data, information and outputs;
- During the execution of the grants, track milestones, compliance, timelines and deliverables;
- Signal any significant delays or other issues that impact the implementation to the Head of Finance and Contracts;
- Ensure quality information management related to grants by overseeing the regular maintenance of grant files, reporting calendars, and updating of internal documentation;
- Assist in drafting financial reports for donors in coordination with concerned colleagues and partners;
- Review narrative reports prepared by DOP to identify discrepancies and/or inconsistencies with the financial data;

Best Practices and Compliance

- Update policies and procedures for pre- and post-award administrative functions, including delivering projections;
- Identify, interpret and follow policies and procedures related to grants and contracts;
- Adhering to grants and contracts requirements; advising management on required actions;
- Instruct relevant colleagues on donor's reporting tools;
- Contribute and actively engage in any reflection on improvement of working methods and concepts.

Role Requirements

Eligibility	• Be a national of a UfM Member State (https://ufmsecretariat.org/who-we-are/member-states/)
Educational Background	• University Degree (Master or equivalent) in Finance, Business Administration or equivalent academic qualification in related fields.
Required Experience	• Minimum 5 years of experience relevant to the duties described above, preferably gained in international / intergovernmental organizations. • Experience in public sector with exposure to grants, financial agreements and contracts management, international relations and/or cooperation or equivalent fields. • Experience in working closely with bilateral cooperation including donors (EU, AECID, GIZ, SIDA etc.), and development institutions. • Experience in auditing, in addition to ones in grants and procurement. • Excellent writing skills in English. • Excellent computer skills and ability to work independently using Microsoft Office tools.
Desirable Requirements	• Further experience (3 to 7 years) in working within an international environment, ideally a public organization dealing with international cooperation and/or multinational private sector. • Knowledge and/or work experience in Mediterranean countries is an advantage.
Language Requirement	• Full proficiency in English and in at least one other working language of the UfM (Arabic, French or Spanish). • Proficiency in an additional UfM working language would be considered an asset.

Competency Requirements

- Reporting and Planning and strong ability to meet deadlines.
- Excellent collaboration and teamwork.
- Very good communication skills.
- Mission Driven & Orientation to results and impact.
- Ability to deal with discretion with confidential and sensitive dossiers and situations.
- Commitment to delivering high-quality work, continuously improving performance and maintaining professional standards in all tasks and interactions.

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 15 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 held by a selection panel 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.