Call for Secondments

Union for the Mediterranean Secretariat

22.10.2026

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INTRODUCTION

The Secretariat of the Union for the Mediterranean (UfMS) in continuation of its previous Calls for Secondments, is seeking to incorporate personnel for seven posts to be allocated to its various Divisions/Departments/Units in order to be able to carry out its role and deal with increased activities on the basis of the approved work program in combination with the Road Map of its actions.

Working at the Secretariat gives Seconded staff a unique opportunity to gain experience in an international environment, deal with fostering regional initiatives and be part of a multicultural team.

Recalling the Secretariat´s Staff Regulations, the Secretariat presents here below to the Senior Officials of the Member States of the Union for the Mediterranean the relevant Job Descriptions for the posts, inviting them to examine the possibility to second an official with a view to filling these vacancies with suitable personnel in accordance with the specific Job Description for each post.

Seconded staff

It is reminded that according to the Staff Regulations, Seconded Officials, who must be nationals of the sending Member State, while subject to the authority of the Secretary General in the exercise of their functions at the Secretariat, remain in the service of their sending administration/employer (Member States and institutions) during the period of their service at the Secretariat and are paid by the same. Sending administrations also cover their social security benefits, pension and health insurance.

A Secondment Agreement establishing inter alia the terms and conditions of the appointment has to be signed before seconded personnel take office at the Secretariat.

During its Secondment at the UfMS, a Seconded staff member may neither receive nor seek instructions in connection with the performance of their duties from any government, authority, organization or person outside the UfMS.

JOB DESCRIPTIONS

Job Title:	Deputy of Director of Cabinet
Department / Division /Unit	Cabinet
Reports to:	Director of Cabinet
Contract Type	Seconded

The **Deputy of Director of Cabinet**, under the supervision of the Director of Cabinet, provides **senior strategic support to the Cabinet and acts as deputy to the Director** with **full delegation authority when required**. The role contributes to the **continuity, coordination, and effective execution of Cabinet functions by supporting strategic planning**, overseeing operational follow-up, coordinating the Cabinet team, and helping ensure alignment between Secretary General priorities, institutional direction, and organizational execution.

Key Responsibilities

Deputy Leadership & Delegation Authority

- Acts as deputy to the Director of Cabinet and exercise delegated authority, as required, to ensure continuity of leadership, coordination, and decision support within the Cabinet.
- Supports the Director of Cabinet in steering Cabinet priorities, maintaining oversight of sensitive files, and ensuring continuity in leadership interfaces with the Secretary General and wider Secretariat.

Cabinet Operations & Team Coordination

- Supports the coordination of Cabinet operations, workflows, and internal follow-up to ensure that the Cabinet functions effectively as a strategic coordination hub.
- Contributes to the supervision, alignment, and effective functioning of Cabinet team members and support the structured management of workload, information flow, and team coherence.

Strategic Planning & Decision Support

- Supports the Director of Cabinet and Secretary General through strategic planning inputs, preparation of coordination materials, and structured follow-up on institutional priorities and leadership decisions.
- Contributes to the preparation of strategic notes, briefs, and internal decision-support materials that strengthen timely and coherent execution of Cabinet priorities.

Institutional Representation & Continuity

- Represents the Cabinet, when delegated, in internal or external meetings, coordination processes, and institutional exchanges in a manner consistent with Cabinet direction and leadership priorities.
- Ensures continuity of Cabinet functions during periods of absence or delegation by maintaining operational oversight, coordination discipline, and follow-up on priority files.

Cabinet Strategic Execution Support

- Supports the effective execution of strategic initiatives by helping translate Cabinet direction into actionable follow-up, coordinated implementation, and clear accountability across relevant actors.
- Contributes to strengthening the Cabinet's role as a strategic coordination hub by reinforcing execution discipline, visibility over progress, and continuity of institutional delivery.

Additional Responsabilities

- Support enforcement of knowledge management practices and institutional memory to ensure continuity across changing portfolios, staff transitions, and evolving political priorities
- Promote systematic learning, documentation, and internal coordination mechanisms within the Cabinet.
- Oversee Cabinet coordination mechanisms that enable structured planning, centralized feedback, and cross-cutting alignment between the leadership and operational functions.
- Promote effective coordination with the Senior Deputy Secretary General, Thematic Divisions, and support Units to ensure visibility, coherence, and execution of strategic initiatives.

Role Requirements

Experience	• 12+ years of progressively responsible experience in senior leadership, diplomatic advisory, strategic coordination, institutional relations, public administration, or equivalent functions. Experience in international or multilateral organizations is highly desirable
Educational Background	University Degree (Master or equivalent) in international relations, public administration, law, diplomacy, political science, or another relevant field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

Values

All staff members are expected to uphold and embody the overarching UfM institutional values

Integrity	Integrity is the commitment to honesty, transparency, and ethical conduct in all professional interactions and decisions.
Equality, Diversity & Inclusion	Equality, Diversity & Inclusion reflects the commitment to treating all individuals with respect and dignity, valuing diverse perspectives, and creating an environment where all staff feel welcomed and empowered to contribute
Dialogue	Dialogue is the ability and commitment to engage in open, respectful, and constructive communication with diverse stakeholders, even when perspectives differ.

Job Title:	Director of the Administration Department
Department / Division /Unit	Administration Department
Reports to:	Deputy Secretary General - Administration
Contract Type	Seconded

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

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.

Values

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Dialogue	Dialogue is the ability and commitment to engage in open, respectful, and constructive communication with diverse stakeholders, even when perspectives differ.

Job Title:	Civil Protection and Disaster Risk Management Senior Advisor/Expert
Department / Division /Unit	Stability and Resilience Division
Reports to:	SR DSG
Contract Type	Seconded

The Senior Advisor/Expert for Civil Protection and Disaster Risk Management supports the UfM Secretariat in advancing the organization's strategic agenda on **civil protection and disaster risk management** across the Euro-Mediterranean region. Operating under the supervision of the Deputy Secretary General for Stability and Resilience Division, in cooperation with the other Senior Advisor/Expert on Civil Protection and Disaster Risk Management, the role provides expert guidance on the appraisal, **preparation, implementation**, and **monitoring of regional projects**, initiatives, and activities aligned with the Division's work programme and policy frameworks. The Senior Advisor combines **deep technical expertise in disaster risk management**, **emergency response**, and **regional cooperation with strategic coordination capabilities to strengthen institutional partnerships**, mobilize resources, and enhance the UfM's role as a platform for **civil protection dialogue and mutual assistance**. Through active engagement with governments, international institutions, and civil protection networks, the position reinforces the UfM's commitment to building resilience and fostering regional cooperation on critical humanitarian and security challenges in the Mediterranean.

Key Responsibilities

- Support the DSG in developing regional frameworks (institutional and operational), including activities related to the implementation and monitoring of the 2030 UfM Civil Protection and DRM Action Plan and the development of the Mediterranean Framework on Civil Protection (MFCP) : procedures, plans, maintain network with focal points and interinstitutional coordination frameworks, identify and support projects, budgets, events and work programs. The Senior Advisor is expected to work on the identification execution and monitoring of programs and projects and proactively engaging in their oversight with potential donors.
- Liaise between internal and external stakeholders and the management team, in addition to maintaining relations with governments, developing contracts with key institutions and relevant associations and networks active in the priority fields of the Civil Protection Dossier of the UfMS. For that purpose, the Senior Advisor shall be able to travel abroad on mission to participate in related conferences and meetings representing the UfM and support coordination with UfM Member States' focal points within the Regional Dialogue Platform and related Working Groups.
- Capture and manage external resources aligned with Action Plan priorities to support the Division's projects. This will entail donor liaising maintaining an accurate timeline of all project activities to ensure that the planning and timelines are respected, via monitoring of the budget lines, maintaining spreadsheets and compelling information from budget request, as well as providing quarterly reports on development and progress of the Dossier.
- Actively participate in relevant projects and sector meetings and contribute to the preparation of the UfMS meetings and events when needed/required, as well as UfM missions and high-level visits and provide coordination and project support, including logistical support for conferences/workshops. The Senior Advisor is required to compile work-related reports, analysis and interventions and advise on training courses and capacity building. Support the preparation of annual progress reporting and monitoring mechanisms related to the implementation of the UfM Civil Protection Action Plan.
- Contribute to improvement of working methods by cooperating with other Divisions of the Secretariat, sharing experiences and promoting best practices in transversal themes.
- Contribute to the establishment of monitoring, evaluation and reporting mechanisms, including the preparation of annual regional progress reports and analytical briefings on Civil Protection cooperation.
- Ensure clear articulation between disaster risk management activities and broader UfM crisis and post-crisis initiatives, in cooperation with the Senior Advisor on Post-Crisis, maintaining complementarity while avoiding functional overlap.

Additional Functional Activities

- Provides highly specialized technical expertise in their area of competence to support priority dossiers and strategic initiatives.
- Works in close collaboration with the Head of Division to ensure that their expertise supports divisional priorities and complements the Secretariat's technical capacity.
- Transfers specialized methodologies, technical approaches and subject-matter expertise to Secretariat staff throughout the secondment.
- Documents key technical knowledge and support capacity building to ensure continuity after the completion of the secondment.

Role Requirements

Experience	• Minimum 8 years of experience in Civil Protection and Disaster Risk Management sector • Experience working with international organisation, development institutions, or government. • Familiarity with Mediterranean Civil protection and disaster risk management dynamics or EU policy frameworks or international institutions in this field and developing or supporting international cooperation initiatives.
Educational Background	University Degree (Master or equivalent) in civil protection, disaster risk management, or a related field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

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Job Title:	Economic Development and Employment Advisor/ Expert
Department / Division /Unit	Economic Development and Employment Division
Reports to:	Economic Development and Employment Deputy Secretary General
Contract Type	Seconded

The **Economic Development and Employment Advisor/ Expert** supports the EDE Division in **advancing employment-related** and **trade-related dossiers**, with a particular focus on the supervision and follow-up of UfM Grant Schemes. The role contributes expert technical input to the Division's substantive work, supports the organization of **regional dialogue platforms and events**, and actively expands and shares the **UfM Secretariat's network of contacts** and **strategic partnerships**. The Advisor/ Expert coordinates closely with contracted resources covering the same dossiers within the Division to ensure coherence, avoid duplication, and optimize resource utilization. The role ensures that knowledge and relationships built during the assignment are progressively transferred to contracted staff to secure institutional continuity.

Key Responsibilities

Regional Dialogue, Policy Coordination & Strategic Analysis

- Assist the UfM Secretariat in the relevant UfM Regional Platforms of Dialogue under the Economic Development and Employment Division
- Provide support to the main themes and related emerging dossiers, provide expert inputs to documents and papers, ensure regular inputs within the overall frame of the UfM
- Identify regional cooperation projects for potential labelling under the UfM labelling mechanism

Grant Schemes Management, Project Supervision & Implementation

- Supervise the ongoing UfM Grant Schemes in the fields of employment and trade through engaging with and follow-up on the beneficiary projects
- Design, plan, and implement pertinent events and activities in partnership with relevant entities and stakeholders

Reporting & Documentation

- Contribute to the Activity Reports and the Annual Work Programme of the Economic Development and Employment Division, as well as proper reporting on donor-funded activities

Additional Responsibilities

- Responsible for formalizing and transferring operational knowledge, stakeholder contacts, and relevant documentation throughout and at the conclusion of the secondment period, ensuring operational continuity and institutional knowledge retention
- Responsible for maintaining continuous contact with peers managing cross-cutting dossiers and for participating in working groups.

Role Requirements

Experience	• Minimum 5 years of experience in a field related to economic development and employment • Minimum of 2 years of experience in project and/or grant management • Experience in working with development projects funded by international organizations or development agencies
Educational Background	University Degree in Economics, Finance, or other relevant discipline (Master's degree in relevant areas is an asset.)
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

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Job Title:	Energy System and Strategy Advisor/ Expert
Department / Division /Unit	Stability and Resilience (SR)
Reports to:	Stability and Resilience Deputy Secretary General
Contract Type	Seconded

The Advisor/Expert supports the UfM's regional energy agenda by providing analytical and strategic expertise on energy systems, energy security, regional interconnections, infrastructure development, and the energy transition across the Mediterranean. Working under the Deputy Secretary General, the role contributes to policy dialogue among UfM Member States, identifies and advances regional cooperation initiatives and investment opportunities, and provides analytical input on regional energy developments. The Advisor/Expert coordinates with internal teams and contracted resources to ensure coherence, avoid duplication, and maximize the impact of regional energy cooperation. The position also supports the development of UfM energy platform and its working groups, contributes to the identification and advancement of regional initiatives, and collaborates with flagship initiatives, including the Trans-Mediterranean Renewable and Clean Tech (T-Med) initiative, helping define strategic priorities, cooperation opportunities, and flagship actions

Key Responsibilities

Strategic analysis and policy support

- Prepare analytical briefs and strategic notes on key energy developments affecting the Mediterranean region, including energy security, infrastructure, regional interconnections and energy transition policies
- Monitor geopolitical, technological and economic developments affecting regional energy systems
- Provide analytical inputs supporting the development of strategic regional initiatives in the energy field, including the Trans-Mediterranean Renewable and Clean Tech (T-Med) initiative
- Contribute to the preparation of policy discussions and Ministerial meetings related to Euro-Mediterranean cooperation on energy

Support the development of forward-looking analysis on emerging topics such as hydrogen, electricity interconnections, energy transition financing and regional energy integration.

Regional dialogue and cooperation

- Contribute to the development and facilitation of regional dialogue among UfM Member States on key energy challenges through the UfM Energy platforms fostering a deeper understanding of energy priorities across the Mediterranean region.
- Support the structuring, coordination and content development of the UfM Energy platforms ensuring that discussions contribute to the identification of concrete cooperation priorities and advancement of regional initiatives
- Facilitate exchanges and cooperation among energy ministries, regulatory authorities, energy agencies and other relevant institutions.
- Promote knowledge sharing and the exchange of good practices across the Mediterranean region. Analysis, knowledge and tools
- Support coordination with the stakeholders and partners of UfM Energy Platform and its working groups, including content development for the annual working groups meetings.

Project development and coordination

- Identify opportunities for regional initiatives addressing energy cooperation priorities
- Support the development of regional initiatives aligned with the UfM mandate and strategic objectives, including the Trans-Mediterranean Renewable and Clean Tech (T-Med) initiative
- Maintain relations with key international partners and institutions active in the energy sector (EU institutions, international financial institutions, regional organisations, development agencies, research networks)

- Contribute to the mobilization of financial and technical partners for regional energy initiatives

Additional Functional Activities

- Responsible for formalizing and transferring operational knowledge, stakeholder contacts, and relevant documentation throughout and at the conclusion of the secondment period, ensuring operational continuity and institutional knowledge retention
- Responsible for maintaining continuous contact with peers managing cross-cutting dossiers and for participating in working groups.

Role Requirements

Experience	• 5 years of experience in the energy sector (energy systems analysis, energy policy, infrastructure planning, or regional energy cooperation) in areas such as energy security, electricity interconnections, renewable energy systems, hydrogen, or energy transition financing. • Experience working with international organisations, development institutions, or government agencies in the energy field. • Familiarity with Mediterranean energy dynamics or EU energy policy frameworks or international energy institutions, including energy markets, infrastructure development and energy transition policies , in addition to developing or supporting international energy cooperation initiatives.
Educational Background	University Degree (Master or equivalent) in energy systems, energy policy, international relations, or a related field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

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Job Title:	Research and Innovation Advisor/ Expert
Department / Division /Unit	Human Development
Reports to:	Human Development Deputy Secretary General
Contract Type	Seconded

The **Research and Innovation Advisor/Expert** supports **the development of regional dialogue and cooperation in research, innovation and science policy** and contributes to the **implementation** of the **Research and Innovation work programme** by supporting multi-country initiatives, enhancing cooperation between research institutions and ministries, and promoting synergies with European and international research frameworks.

Key Responsibilities

Regional dialogue and coordination

- Organize regional policy dialogues, workshops and technical meetings on research and innovation cooperation
- Facilitate exchanges between ministries, research councils, funding agencies and research institutions
- Support thematic working groups on priority areas such as green transition, digital transformation, health, water, energy or climate
- Maintain regular contact with research focal points in UfM Member States
- Promote joint research initiatives and collaborative platforms

Partnerships and cooperation

- Identify opportunities for regional or multi-country research initiatives
- Support the development of concept notes and project proposals aligned with UfM priorities
- Strengthen cooperation with international organisations and development banks
- Support UfM engagement in international research and innovation fora
- Foster linkages between research, higher education and private sector innovation ecosystems

Analysis, knowledge and tools

- Prepare analytical briefs and mapping exercises on research and innovation trends in the region
- Identify barriers to regional research collaboration and propose practical solutions
- Contribute to the development of regional dashboards, knowledge-sharing platforms and monitoring tools
- Support communication and visibility of UfM research initiatives

Additional Functional Activities

- Responsible for formalizing and transferring operational knowledge, stakeholder contacts, and relevant documentation throughout and at the conclusion of the secondment period, ensuring operational continuity and institutional knowledge retention
- Responsible for maintaining continuous contact with peers managing cross-cutting dossiers and for participating in working groups.

Role Requirements

Experience	• Minimum 5 years of experience in research policy, research management, innovation programmes or international scientific cooperation or working with research funding agencies, ministries, universities or international organisations.

	• Familiarity with Euro-Mediterranean research systems and cooperation frameworks or innovation frameworks (e.g., Horizon programmes). • Experience in developing or managing regional or multi-country research initiatives understanding diplomacy and regional research integration processes.
Educational Background	University Degree (Master or equivalent) in foreign relations, science policy, research management, innovation studies, engineering, natural or social sciences, or related field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

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Job Title:	Post-Crisis Advisor/Expert
Department / Division /Unit	Stability & Resilience Division
Reports to:	SR DSG
Contract Type	Seconded

The **Post-Crisis Advisor/Expert,** under the functional authority of the Deputy Secretary General for Stability & Resilience and the operational supervision of the Head of Division, provides strat**egic and practical expertise on post-crisis recovery, stabilization, governance, and resilience-oriented regional cooperation**. The role supports the **implementation of the Stability & Resilience Division work programme** by facilitating regional dialogue, generating analytical insights, promoting coordinated initiatives, and strengthening partnerships with international and regional actors engaged in crisis response and recovery. The incumbent is expected to bring **substantial subject-matter expertise**, **strong convening capability**, and the **ability to connect post-crisis recovery agendas with broader resilience**, **civil protection**, and **regional stability objectives**.

Key Responsibilities

Regional Dialogue & Coordination on Post-Crisis Recovery

- Designs, facilitates, and supports regional roundtables, workshops, peer exchanges, and focused working groups on post-crisis recovery, stabilisation, governance, and related resilience challenges across the Mediterranean region.
- Maintains active coordination with relevant focal points in Member States and partner institutions to promote dialogue, shared practices, and collaborative approaches to recovery and stabilisation processes.

Partnership Development & International Cooperation

- Identifies and advances opportunities for regional initiatives, cooperation platforms, and joint actions related to post-crisis recovery, governance reform, and resilience-building in line with the UfM mandate.
- Serves as a focal point for engagement with EU institutions, UN agencies, international financial institutions, development organizations, Gulf partners, and other relevant actors working on crisis and recovery issues.

Strategic Analysis & Knowledge Management

- Produces analytical briefs, country snapshots, updates, and practical knowledge products on crisis-related trends, post-crisis recovery needs, and regional cooperation opportunities.
- Contributes to the development of practical tools, guidance notes, and structured knowledge resources that strengthen institutional learning, visibility, and continuity on post-crisis issues.

Crisis Response & Stabilization Support

- Provide expert inputs to the Stability & Resilience Division work programme on how crisis-response, early recovery, governance, displacement, and stabilisation dynamics affect regional resilience and cooperation.
- Support promoters and stakeholders in shaping concept notes, project proposals, and policy-oriented initiatives that contribute to post-crisis recovery and the prevention of crisis escalation.

Additional Functional Activities

- Provides highly specialized technical expertise in their area of competence to support priority dossiers and strategic initiatives.
- Works in close collaboration with the Head of Division to ensure that their expertise supports divisional priorities and complements the Secretariat's technical capacity.
- Transfers specialized methodologies, technical approaches and subject-matter expertise to Secretariat staff throughout the secondment.
- Documents key technical knowledge and support capacity building to ensure continuity after the completion of the secondment.

Role Requirements

Experience	• Minimum 5 years of relevant professional experience in crisis response, post-crisis recovery, stabilisation, governance, humanitarian-development-peace nexus programming, or development cooperation. • Experience with regional or multi-country cooperation platforms is highly desirable.
Educational Background	University Degree (Master or equivalent) in International Relations, Development Studies, Crisis Management, Humanitarian Affairs, Public Policy, or another relevant field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

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Job Title:	Sustainable Development Senior Advisor
Department / Division /Unit	Sustainable Development Division
Reports to:	Sustainable Development Deputy Secretary General
Contract Type	Seconded

The **Sustainable Development Senior Advisor** supports the Deputy Secretary General in implementing the Division's work programme and advancing the UfM's strategic engagement on sustainable development across the Euro-Mediterranean region. Operating with professional autonomy, the role provides expert policy advice and strategic orientation on institutional relations, regional cooperation frameworks, and development priorities aligned with Member States' interests and international best practices. The Senior Advisor combines **deep regional expertise with diplomatic acumen to strengthen partnerships, coordinate inter-institutional dialogue**, and **support the effective planning** and implementation of the Division's activities. Through strategic advisory support, high-level representation, and active engagement with governments, parliaments, and multilateral institutions, the position reinforces the UfM's role as a credible platform for sustainable development dialogue and regional cooperation in the Mediterranean.

Key Responsibilities

Strategic Policy & Diplomatic Advisory

- Provide policy and diplomatic advice on the UfM's strategic positioning, institutional interests, and regional cooperation priorities, considering the political positions and economic developments of Southern Member States.
- Monitor and analyze regional developments, maintaining awareness of emerging research, policy debates, and international, regional, and sub-regional developments relevant to sustainable development and UfM priorities.
- Prepare strategic briefings and reports, providing the DSG with timely analysis on political developments, policy trends, and opportunities that inform institutional decision-making and strategic planning.
- Advise on strategic opportunities and best practices, identifying emerging possibilities at the implementation stage that may strengthen programme results and enhance institutional effectiveness.
- Contribute to policy development and decision-making, reviewing key documents and reports, and providing strategic and technical advice to support the formulation of institutional positions and policies.

Institutional Relations & Diplomatic Engagement

- Develop and maintain strategic partnerships, fostering cooperation with project promoters, bilateral and multilateral donors, financial institutions, and relevant stakeholders through coordinated advocacy, lobbying, and communication strategies.
- Strengthen inter-institutional relations, developing and maintaining relationships with parliaments of Southern Member States, Euro-Mediterranean parliamentary bodies, and other regional institutions and networks (e.g., ARLEM).
- Coordinate with regional political actors, identifying and engaging key regional stakeholders to support the development of regional political dialogue and institutional cooperation.
- Represent the UfM in high-level meetings, conferences, negotiations, and events as mandated, presenting institutional positions and advancing UfM interests and priorities.

Programme Management & Implementation Support

- Support the implementation of the Division's work programme, strengthening inter-sectorial coordination and supporting the planning and implementation of related activities and initiatives in Sustainable Development.
- Contribute to project identification and monitoring, identifying regional projects aligned with the Division's mandate, monitoring the progress of labelled projects and initiatives, and supporting their effective delivery.
- Coordinate with the Cabinet, participating in Cabinet meetings of the Secretary General and Deputies when requested, and contributing to the elaboration of annual work programmes, activity reports, and institutional procedures.

Knowledge Management & Communication

- Produce information and communication materials, actively contributing to the development of relevant communication tools, strategic documents, and institutional publications that support the Division's visibility and impact.

- Support institutional planning and reporting, participating in the discussion and elaboration of annual work programmes, activity reports, and institutional procedures.
- Maintain institutional memory, documenting strategic decisions, partnerships, and institutional relationships to ensure continuity and institutional knowledge retention.

Additional Support Functions

- Provide highly specialized technical expertise in their area of competence to support priority dossiers and strategic initiatives.
- Work in close collaboration with the Director of Cabinet to ensure that their expertise supports the priorities of the Secretariat.
- Transfer specialized methodologies, technical approaches and subject-matter expertise to Secretariat staff throughout the secondment.
- Document key technical knowledge and support capacity building to ensure continuity after the completion of the secondment.

Role Requirements

Experience	• Minimum of 7–10 years of professional experience in policy advisory, programme management, strategic planning, institutional support, or diplomatic functions relevant to sustainable development and Euro-Mediterranean cooperation. • Proven experience in coordinating with governments, parliaments, multilateral institutions, and regional organizations on development and cooperation issues.
Educational Background	Advanced university degree (master's degree or equivalent) in Law, International Relations, Political Science, Development Economics, or related field.
Language Requirement	Full proficiency in English is mandatory. Proficiency in another UfM language (Spanish, French or Arabic), would be an asset.

Values

All staff members are expected to uphold and embody the overarching UfM institutional values

Integrity	Integrity is the commitment to honesty, transparency, and ethical conduct in all professional interactions and decisions.
Equality, Diversity & Inclusion	Equality, Diversity & Inclusion reflects the commitment to treating all individuals with respect and dignity, valuing diverse perspectives, and creating an environment where all staff feel welcomed and empowered to contribute.
Dialogue	Dialogue is the ability and commitment to engage in open, respectful, and constructive communication with diverse stakeholders, even when perspectives differ.

APPLICATION PROCEDURES

Individuals interested in undertaking a secondment at the UfMS should apply by sending an e-mail to hr.secondment@ufmsecretariat.org **including a clear mention of the profile applied for**.

The following documents should be attached to the e-mail:

- A CV in English (pdf format only);
- A motivation letter in English in a separate document (pdf format only);
- A cover letter from the sending administration (institution/ministry) *.

In case the employer is not the Ministry of Foreign Affairs, a written approval (letter or e-mail) from the UfM Senior Official of the concerned Member State, or the Ministry of Foreign Affairs itself, should accompany the cover letter.

The applications are screened against **minimum eligibility** requirements** taking into account the expertise, experience, competencies and compliance of the candidate with the job description of the requested profile.

** **Prior to any application for a Secondment the individual must obtain the approval/consent of his/her employer.***

*** **Minimum Eligibility requirements:***
Be nationals of a UfM Member State; be employed by a national, regional or local public administration or an intergovernmental organization.