



## CALL FOR CANDIDATURES: Project Analyst Transport and Urban Development – Maternity leave replacement – (UfM/LP/2019/001)

### 1. Subject:

The UfMS is seeking to incorporate a Project Analyst at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
<b>Job Title:</b>	Project Analyst <i>Maternity leave replacement</i>	<b>Reports to:</b>	Deputy Secretary General of Transport and Urban Development Division
<b>Division:</b>	Transport and Urban Development (TUD)	<b>Staff category and conditions:</b>	Contracted Staff – Project Analyst - <b>Replacement during maternity</b> absence (short term) – up to 6 months 43.000 Euros (annual gross salary)
<b>SUMMARY</b>			
Under the supervision of the DSG and project managers, the project analyst will assist in carrying out the Division's Work Plan on Transport and Urban Development by working on project coordination and supporting the improvement of project processes. The position implies tasks of project monitoring, coordination and communication.			
<b>PRIMARY RESPONSIBILITIES</b>			
<p>Under the supervision of the Deputy Secretary General/Advisor, and according to priorities of the Transport and Urban Development Division, he/she will:</p> <ul style="list-style-type: none"><li>• Support in the organization of sectorial meetings and events;</li><li>• Carry out public procurement processes (first draft of ToRS);</li><li>• Compile data on external consultants' performance and recommend corrective actions;</li><li>• Coordinate and participate in the assessment of projects;</li><li>• Prepare the first draft of concept notes and legal documents on cooperation (MoUs, partnerships...);</li><li>• Prepare communication material related to the Division's activities;</li><li>• First draft of institutional reports;</li><li>• Coordinate the Division's sound financial management: forecasting and check budget VS actual.</li></ul> <p>In addition, he/she might be asked to:</p> <ul style="list-style-type: none"><li>• Support in planning of activities, identification of priorities and scheduling for the Division;</li><li>• Assist the Division according to any other additional demands and needs;</li></ul> <p>Other duties as assigned.</p>			



## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

### Essential minimum requirements

- University degree in Urban Studies or similar, in Politics and International Relations, Social Sciences or equivalent;
- Minimum of 5 years of experience relevant to the duties described above, preferably gained in international / intergovernmental organizations;
- Minimum of 3 years of experience in project management, preferably gained in international / intergovernmental organizations;
- Good expertise in the field of sustainable urban development;
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills.
- Good command of Microsoft Office®;
- Good command of English and French, both orally and in writing;
- Hold the nationality of a Member State of the UfM.

### Desirable qualifications

- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.

## 2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address: [hr.recruitment@ufmsecretariat.org](mailto:hr.recruitment@ufmsecretariat.org).

The complete application includes:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. 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 **Monday 11<sup>th</sup> of February 2019 (midnight, European time, GMT+1)**.