



CALL FOR CANDIDATURES: Project Manager TUDD (UfM/IP/2016/001)

Job Description			
Job Title:	Project Manager	Reporting Line	DSG Transport & Urban Development
Division	Transport & Urban Development	Conditions	Gross Salary Range: 60.000 -72.000 Euros Contract of 2 years, with a possibility of 2 years extension, following performance and budget appropriations. 6 months probation period.
SUMMARY			
Under the supervision of the relevant DSG, the project manager will assist in carrying out the Division's Work Plan - namely in the area of transport by advising on and managing the appraisal, preparation, funding and implementation of multi-dimensional regional projects, initiatives and / or activities pertaining to the division's areas of intervention.			
PRIMARY RESPONSIBILITIES			
- Identifies potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals in the field of transport and in particular maritime transport (motorways of the sea). - In cooperation with promoter(s), contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners. - Monitors project work plans and progress; conducts evaluations and assessment of results. - Drafting concept notes, policy papers and speeches for the Secretariat. - Carries out all aspects of procurement processes related to the sectors of intervention (drafting Terms of References, launching tenders etc.) - Manages external consultants, monitors performance, reviews outputs and recommends and carries out corrective action when needed. - Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, and UfM missions and high-level visits. - Reports on project progress, problems and proposed solutions; contributes to the production of reports, information and communication tools in the areas of intervention. - Monitors developments in the sectors of intervention, proposes relevant initiatives and reports on sector issues. - Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices.			



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS

- University Degree in Transport Engineering/Economics / Social sciences or equivalent field.
- Minimum of 7-10 years of experience relevant to the duties described above.
- Proven knowledge of and professional experience in project management.
- Experience in working with development projects funded by international organizations and development agencies.
- Strong analytical skills and ability to make sound judgments; critical thinking and problem solving skills.
- Planning and organizational skills.
- Computer literacy in MS office tools.
- Excellent communication, drafting and reporting skills.
- The candidate must be fluent in English with a good command of French, both orally and in writing.
- Applicants must hold the nationality of a member state of the UfM.

DESIRABLE QUALIFICATIONS

- Minimum 7-10 years of experience in the transport infrastructure and in particular in the field of maritime transport (motorways of the sea), as well as in investment area.
- Knowledge of and/or experience in Mediterranean countries.
- Expertise in EU Procurement rules.
- Specialization in a relevant discipline for the division's activity.
- Knowledge of Arabic and/or other languages from UfM countries.

Submission of applications

Please read carefully the following information and send a complete application in English to

hr.recruitment@ufmsecretariat.org with the reference Project Manager TUDD (UfM/IP/2016/001) on the subject of the e.mail

The complete application includes:

- A detailed CV in English clearly indicating both professional and academic relevant information for this position
- A motivation letter in English

Deadline for applications: 15th July