



CALL FOR CANDIDATURES

Analyst - Chargé d’Affaires, Cabinet of the Secretary General

UfM/FT/2024/05

1. Subject

The UfM Secretariat is seeking to incorporate an Analyst - Chargé d’Affaires for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Analyst – Chargé d’Affaires Speech-writing and political monitoring	Reports to:	Secretary General
Division / Unit:	Cabinet of the Secretary General	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations Grade: PM2.4 Analyst Gross Annual Salary: 43.000 €
SUMMARY			
<p>Under the supervision of the Director of Cabinet, and the overall guidance of the Secretary General of the Union for the Mediterranean, the Analyst will support the development and implementation of the Cabinet’s horizontal activities, in close coordination with the UfMS internal divisions and units.</p> <p>A highly organised self-starter, with a strong diplomatic flair and outstanding communications skills, the Analyst will be in charge of supporting the planning of the Secretary’s General institutional missions, preparing concept and background notes and drafting speeches in coordination with the relevant Divisions/Departments. The position implies transversal support to the division as well as activity planning, reporting, monitoring and follow-up, drafting of documents and communication support.</p>			
PRIMARY RESPONSIBILITIES			
<p><u>Organization and work environment description</u></p> <p>The Union for the Mediterranean (UfM) is an Intergovernmental Organization bringing together the 27 European Union Member States and 16 countries from the Southern and Eastern shores of the</p>			



Mediterranean. It provides a unique forum to enhance regional cooperation and dialogue in the Euro-Mediterranean region.

The Secretariat of the Union for the Mediterranean is based in Barcelona and the first permanent structure dedicated to the intergovernmental Mediterranean partnership is the operational institution that empowers regional dialogue between the UfM Member States and stakeholders, fostering synergies among them and promoting cooperation projects and initiatives.

The responsibilities of the Analyst will include:

General responsibilities

Contribute to the missions of the Cabinet of the Secretary General and specifically to the preparation of files and notes, speeches, reports and research tasks. He/she will liaise with all relevant colleagues and Departments in carrying out his/her daily duties accordingly.

Specific mission and tasks

He/she will carry out his/her duties under the supervision of the Director of the Cabinet:

- Preparation and follow-up of the Secretary General's missions and official visits: this may include political monitoring and *veille* of the UfM region, preparation of country profiles; briefs/talking points/notes for meetings; and follow-up with the divisions of the missions' outcomes.
- Drafting of the Secretary General's speeches and interventions, and ghost writing of editorials, interviews and other written contributions.
- Drafting and revising relevant documents, in English and Arabic
- Carrying out research assistance; note-taking and helping with the drafting of minutes and reports.

Any other tasks as assigned by the Secretary General and Direction of Cabinet. He/she will carry out administrative and logistical tasks where appropriate.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

Essential requirements:

Applications are encouraged from graduates from all UfM member countries with a proven record of the following:

- Master's degree in Political Sciences, International Relations, Social Sciences, Business Administration, Communication or equivalent academic qualification in related fields, preferably taught in English;
- **Minimum 5 years of experience, gained in international / intergovernmental organisations, Embassies, Ministries, or similar organizations**



- Minimum **3 years of experience relevant to the duties described above;**
- Given the nature of the position and Cabinet needs, **excellent writing skills in Arabic and English are essential;**
- Proven interest and potential experience in international relations;
- Excellent computer skills and ability to work independently and efficiently with the following office tools: Word, Excel, PowerPoint, Outlook;
- Good communication and interpersonal skills;
- Excellent communication skills, both verbal and written;
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

Desirable requirements:

- Further experience (5 to 7 years) in working within an international environment, ideally an international public organization and/or multinational private sector;
- Interest to work in an intercultural environment and ability to maintain discretion and composure;
- Detail orientated and ability to work to meet deadlines.

LANGUAGES

Minimum Requirements:

- **Arabic (Modern Standard): Expert Proficiency level**
- **English: Advanced Proficiency level**

Good Knowledge of French and other languages of UfM countries is considered an advantage.

2. Submission of applications:

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.

3. Submission Date:

Complete applications must be submitted by **15 April 2024 (midnight, European time, GMT+1)**.

4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a written assessment and a competency-based interview. Based on the selection process progress, an additional selection step might be added.

5. 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.