

CALL FOR THE RECRUITMENT OF AN INTERNATIONAL PROJECT OFFICER IN THE FIELDS OF MOBILITY AND SOCIAL COHESION

BASES

The MedCités Association is a network of cities with headquarters in Barcelona that works for an urban sustainable development in the Mediterranean region. The Association is made up of more than 50 cities and unions of municipalities and carries out projects in the fields of strategic urban planning, urban services environmental sustainability as well as training, technical reinforcement and capitalisation of good practices. The network was created in 1991 and, since then, it has developed dozens of projects in Mediterranean cities.

CALL OBJECTIVE

The MedCités Association is launching the present call aiming at selecting an international project officer in the fields of mobility and social cohesion. The selected candidate will be integrated into the team of the Association.

JOB DESCRIPTION

Role

- Drafting, implementation and reporting of international projects (EU and others), especially in the fields of mobility and social cohesion.
- Implementation of several MedCités projects in the field of mobility (GO SUMP Project and others), especially linked to the transfer and exchange of good practices.
- Responsible for the TANGER ACCUEIL project for the creation of an immigrant resource center in the city of Tangier.
- Assessment and capitalization of the products and lessons learnt from the projects and sharing them with other MedCités partners.
- Responsible for the actions of MedCités association in Morocco.
- Participation in activities of regional dimension, in particular EU initiatives in the Mediterranean region linked to the MedCités network.
- Technical relationship with other Catalan institutions to develop joint projects and initiatives in the field of integrated urban management and social cohesion.

Transverse roles

- Monitoring MedCités Action Plan indicators and participating in the elaboration of the annual reports.

- Attending meetings of the technical and coordination teams when required.

REQUIREMENTS

Essential:

- Qualifications: University degree, Bachelor's degree in the field stated in the call.
- Minimum of 5 years' experience in EU and international project management.
- Experience in project management in the fields of mobility and/or social cohesion.
- Languages: Catalan, Spanish, English and French (advanced level required) written and spoken.
- Capacity for writing and synthesis of technical documents.
- Capacity for initiative and teamwork skills.
- Availability to travel.

Highly valued:

- Knowledge of Arabic.
- Post-graduate degree in in the field stated in the call.
- Professional experience in the field of international networks and/or projects in the Mediterranean.
- Experience in knowledge and good practices exchange projects.

GENERAL JOB TERMS

- Contract duration: specific project or service (aprox. 24 months)
- Hours: Full time, 35 hours/week
- Wage: 37.262,51 € gross annual based on the agreement.
- Trial period: 3 months
- Starting date: Immediate (October 2019)
- Place of work: MedCities Association
- Address: C/62, 16-18 08040-Barcelona (Spain)

SUBMISSION OF CANDIDACIES

Those candidates meeting the abovementioned requisites can apply for the position by sending a CV and cover letter explaining their reasons for applying and why they consider themselves to be an ideal candidate for this job.

In order to guarantee equal opportunities in the selection process, candidacies must be submitted in the following format and order:

- A presentation letter explaining the reasons why they consider themselves to be the ideal candidate for this job.
- CV (max. 2 pages)
- Format: The letter and the CV may be submitted in the same or two different files which, in any case, must be in **PDF format**.

RECRUITMENT PROCESS

- Analysis of the CVs to evaluate if the candidates meet the requirements and selection of the (maximum) 10 CVs with the highest score.
- Practice test of the pre-selected candidates: (maximum 10 points)
- Interviews with the (maximum) 5 candidates with the highest score in the practical test (maximum of 5 points)

The selected candidate must submit credentials that prove the qualifications described in the CV.

Applications must be sent via email to contact@medcities.org with the following reference code in the subject section: **"Call for recruitment of an international project officer on mobility and social cohesion"**. For any further questions during the process, please contact the email address stated above.

Applications sent after 11.59 p.m. on **19/09/2019** will not be accepted.

Applications that do not fulfil the requisites will not be considered.

IMPORTANT! The preselected candidates will be called to a face-to-face aptitude test on Thursday, September 26 in the afternoon. Notification of participation or not in this test will be sent on Friday, September 20.