

CALL FOR THE RECRUITMENT OF AN INTERNATIONAL PROJECTS OFFICER IN THE MEDITERRANEAN

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 projects officer, especially in the fields of sustainable tourism and circular economy

JOB DESCRIPTION

Role

- Drafting, implementation and reporting of international projects (EU and others), especially in the fields of sustainable tourism and circular economy.
- Implementation of the INCIRCLE project, to promote sustainable tourism in islands and areas with a low population density.
- 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 Jordan and Turkey.
- Participation in activities of regional dimension, in particular EU initiatives in the Mediterranean region linked to the MedCités network.
- Identification of contents in the field of the projects implemented for the best practices platform www.medurbantools.com.
- 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 sustainable tourism and circular economy.
- 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:

- Experience in EU projects management in the following programmes: INTERREG MED, ENICBCMED, Europaid.
- 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 (April 2020)
- 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 projects officer in the Mediterranean"**. For any further questions during the process, please contact the email address stated above.

Applications sent after 11.59 p.m. on **24/03/2019** will not be accepted.

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