

CALL FOR THE RECRUITMENT OF A EUROPEAN AND INTERNATIONAL PROJECTS AND COMMUNICATION OFFICER

TERMS

The MedCities 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 from 16 different countries and carries out projects in the fields of strategic urban planning, urban services and social and local economic development as well as training, technical assistance 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/MedCities Association is launching the present call, whose objective is the selection and recruitment of a European and International Projects and Communication officer in the field of sustainable urban development.

MedCités/MedCities participates in international initiatives which comprise, among others, the implementation of pilot projects, the organisation of technical assistance programmes, training actions and activities of capitalisation and diffusion of best practices.

JOB DESCRIPTION

Project management

- Project management, monitoring and technical justification, including projects of the Interreg-MED programme of the European Union (MADRE, PANACEA and GO-SUMP).
- Coordination of the MedCités/MedCities initiatives linked to the field of social and economic development.
- Participation in European-scope activities, searching for opportunities within the role of the Mediterranean dimension in EU initiatives.
- Preparation of new project proposals to be presented in national and international calls.

Communication

- Monitoring, execution and evaluation of the Communication Plan.
- Production of the monthly newsletter
- Responsible for social networks

- Website management and maintenance
- Responsible for the Association's publications and other communication material.
- Production of press releases.
- Management and handling of associative mail.

Transverse roles

- Monitoring the 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 project management.
- Minimum of 3 years' experience in European and international project management.
- Experience in at least one field of urban services (mobility, waste management, energy, water) and transversal knowledge of integrated urban management.
- Experience in the field of organisational communication, newsletter production, website updating, etc.
- Command of computing tools and social networks.
- Catalan and/or Spanish, English and French (written and spoken) (equivalent at least to C1 level).
- Capacity for initiative, communication, teamwork skills and social skills with individuals from outside the team and other countries.
- Availability to travel

Highly valued:

- Post-graduate degree in in the field stated in the call.
- Knowledge of a third foreign language of the Mediterranean region (Arabic, Greek...)
- Professional experience and/or knowledge of the situation of the Mediterranean region, particularly in the field of sustainable urban development.

GENERAL JOB TERMS

- Contract duration: Indefinite
- Hours: Full time, 37.5 hours/week
- Wage: 37.262,51 € gross annual based on the agreement.
- Trial period: 3 months
- Starting date: Immediate (June 2017)
- Place of work: MedCities Association
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 in Catalan, Spanish or English 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.

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: **"Projects and Communication Officer Call"** For any questions or clarifications during the process, please contact us via this email address.

Applications sent after 11.59 p.m. on 19/05/2017 will not be accepted.

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