

CALL FOR THE RECRUITMENT OF A FINANCIAL, LEGAL AND SECRETARIAT OFFICER FOR THE MEDCITIES ASSOCIATION

TERMS

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 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 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 and hiring an officer to develop the financial, legal and administrative management tasks of the Association.

JOB DESCRIPTION

Within the financial and labour-management field:

- Guaranteeing the Association's administrative management in the labour, legal and accountancy departments, as well as the treasury, in contact with the financial consultancy services hired by the Association.
- Monitoring the annual budget and the preparation of reports and the financial report.
- Managing accounting, invoicing, cash-flow control and collection.
- Interlocution with the labour, accountancy and legal-consultancy office and monitor the relevant administrative tasks.
- Managing the financial justification of the projects of the Association.
- Monitoring the payments that the Association is scheduled to receive: fees from members and primary financial funders, EU and other international bodies.
- Reviewing and monitoring outsourced services and agreements with third parties and applying annual-review clauses.
- Filing and administrative paperwork.

Within the legal management field:

- Elaborating the Association's agreements and contracts
- Writing up meeting minutes, certificates and other administrative documents.
- Responsible for the entity's legal-paperwork management.
- Carrying out tasks linked to the compliance of the rules of data-protection, transparency, etc.

Within the secretariat field:

- Members and entities: Management and maintenance of registration and withdrawal requests from member cities.
- Management and updating of the current collaboration agreements with other institutions and organisations and promotion of new alliances.
- Responsible for the internal communication with members.
- Preparing the documents that the Secretary General has to provide to the Presidency and the members of the Board of Directors.

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 or Higher-Level Education degree in Law, Finance and Administration, Economics and/or Business, or in other subjects if the required tasks were previously accomplished.
- Minimum of 5 years' experience in administrative, accountancy and labour-management tasks working in international organisations or companies.
- Experience in technical and financial management of European and international projects.
- Command of office-automation tools and accountancy and management programmes.
- Advanced level of Catalan and/or Spanish and English or French (written and spoken)
- Capacity for initiative and teamwork skills.

Highly valued:

- Post-graduate degree in International Relations, Public Management and/or Administration and Finances

- Knowledge of a second foreign language of the Mediterranean region (French, Arabic, Greek...)
- Experience in the field of International Cooperation, particularly in the Mediterranean region.

GENERAL JOB TERMS

- Employment contract type: Indefinite
- Hours: Full time, 37.5 hours/week
- Wage: 37.262,51 € gross annual
- Trial period: 6 months
- Starting date: As soon as possible (March 2017)
- 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 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: **"Call for recruitment of a Financial, Legal and Secretariat officer"**. For any further questions during the process, please contact the email address stated above.

Applications sent after 11.59 p.m. on **05/03/2017** will not be accepted.

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