

CALL FOR APPLICATIONS: Deputy Secretary Generals

Job description	
Job Title:	DEPUTY SECRETARY GENERAL
List of Divisions	<p>The Secretariat of the Union for the Mediterranean acts under the direction of a Secretary General, assisted by six Deputy Secretaries General respectively in charge of a specific area :</p> <ul style="list-style-type: none"> a) Business development and SMEs; b) Transport and urban development; c) Energy; d) Environment and water; e) Higher education and research; f) Social and civil affairs.
SUMMARY	
<p>The Deputy Secretary General assists the Secretary general in his role as the responsible for the overall running of the activity of the Secretariat of the Union for the Mediterranean to identify, promote and advance the implementation of concrete regional and sub-regional projects in the Mediterranean. He/she is in charge of one of the six Divisions of the Secretariat of the Union for the Mediterranean. He/she ensures the implementation of his Division's Work Plan by advising on and managing the appraisal and development of project proposals, as well as the preparation of project implementation and funding of projects. He/she represents the Secretariat of the Union for the Mediterranean in events relevant to UfM projects and activities in his area of responsibility.</p>	
PRIMARY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Participates to all collegial decisional bodies of the UfM Secretariat headed by the Secretary General, notably the College, Executive Committee and Project Committee meetings. Contributes to the improvement of working methods, by cooperating with other divisions of the Secretariat, sharing experiences and promoting best practices. Maintains and develops diplomatic and professional relationships. • Represents the Secretariat in events, meetings and negotiations related to the Divisions' projects and activities. Actively participates in relevant project and sector meetings and contributes to the preparation of UfM meetings and events in the sectors of intervention, and of UfM missions and high-level visits. Contributes to the preparation of Senior Official Meetings (SOM) on projects and activities falling under the responsibilities of the Division. 	

- Identifies potential projects, initiatives and activities and – in close cooperation with the promoter(s) – contributes to the development of project proposals and the appraisal process of the Secretariat.
- In cooperation with promoter(s) and under the guidance of the Secretary General, contributes to mobilizing the necessary funding of projects; maintains contacts with interested funding partners. Develops and implements a fundraising strategy for the projects of the Division; researches and contacts potential investors and donors.
- In cooperation with promoter(s), encourages all operational actions needed to ensure the successful launch of projects and their implementation. Supervises project work plans and progress, conducts evaluations and assessment of results.
- In line with the Secretariat's own working systems, contributes to the production of reporting as well as information and communication documents and tools in the area of responsibility.
- Manages the Division team, coordinates the tasks of the Division.
In line with the priorities and working methods of the Secretariat, ensures an effective planning and management of the Division activities on projects.
Coordinates the identification of the needs of the Division and requirements to achieve its objectives, including human resources and outside expertise needed for project activities.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

REQUIREMENTS

- Be a national of a member state of the UfM.
- Have not yet reached the age of 64 on March 1st 2013
- Minimum of 15 years of experience relevant to the duties described above, in particular project development and funding.
- Experience of holding senior position in international environment and/or diplomatic functions,
- Knowledge and/or work experience in Mediterranean countries is an advantage.
- Excellent spirit – Cooperative team work.
- Excellent team management skills.
- Good command of English, French or Arabic, both orally and in writing. Knowledge of another language from UfM countries would be a strong asset.
- Relevant knowledge and/or experience in one of the divisions' activity would be an advantage.

The UFM Secretariat is an equal opportunity employer.

According to the Statutes of the Secretariat Union for the Mediterranean, the term of office of the Deputy Secretaries General are for 3 years. It may be renewed once for a maximum of three years. The Deputy Secretaries General shall not hold any public office or be engaged in any business, whether remunerated or not. In the performance of their duties, the Deputy Secretaries General will not seek or receive instructions from any government or from any other external authority.

1. **Date of circulation to UfM Co-presidencies :**

10/12/2012

V. DEPUTY SECRETARIES GENERAL

1. The tasks and responsibilities of the Deputy Secretaries General will be proposed by the Secretary General and approved by Senior Officials, in accordance with the project priorities defined in the Summit Declarations. One Deputy Secretary General from a Member State of the European Union will be designated by the Secretary General to serve as the Senior Deputy Secretary General.
2. The Deputy Secretaries General will be selected three by and from EU member States and three by and from Mediterranean Partner Countries, in close consultation with one another, and appointed "en bloc" by consensus by the Senior Officials¹.
3. They will be selected taking into consideration geographical balance, experience and technical expertise in their respective areas of work. All the Euro-Mediterranean partners are eligible for these posts on a rotating basis.

¹ This provision shall be subject to a review at the end of the third term of office; without prejudice to the right of the UfM members to propose amendments to the statutes whenever it is viewed necessary

Statutes of the Secretariat of the Union for the Mediterranean

Extracts

(...)

III. COMPOSITION OF THE SECRETARIAT

1. The Secretariat, which will have a lean structure, will act under the direction of a Secretary General, assisted by six Deputy Secretaries General.
2. The term of office of the Secretary General and Deputy Secretaries General will be for 3 years, which may be renewed once for a maximum of three years.
3. The Secretary General and Deputy Secretaries General will not hold any public office or be engaged in any business, whether remunerated or not.
4. In case of absence of the Secretary General, his tasks will be assumed, on a temporary basis, by the Senior Deputy Secretary General.
5. In the performance of their duties, the Secretary General, the Deputy Secretaries General and the staff of the Secretariat will not seek or receive instructions from any government or from any other external authority. Each participant in the UfM undertakes to respect the exclusively international character of the responsibilities of Secretary General and Deputy Secretaries General and the staff of the Secretariat and undertakes not to seek to influence them in the discharge of their responsibilities.
6. The staff of the Secretariat will be appointed by the Secretary General after consultations with the Deputy Secretary General responsible for the concerned field on the basis of merit and geographical balance.
7. The international staff of the Secretariat will consist of seconded officials from participants in the UfM. Seconded officials will be remunerated by their respective administrations, taking into account the principle that seconded officials with equal responsibilities will receive equal allowances irrespective of their country of origin.
8. The international staff will include a Senior position held by European Commission seconded official, acting as advisor to the Secretary General.
9. The local staff may be recruited by the Secretariat to perform administrative and technical functions.