

## **IEMED1421 Events officer, group C1, at the European Institute of the Mediterranean (IEMed)**

The European Institute of the Mediterranean (IEMed) needs to fill the position of Events officer, C1, in the frame of action of the CREAT4MED project (CReative Entrepreneurs ACTing FOR the future MEDiterranean).

### **1. Characteristics of the position**

Workplace: European Institute of the Mediterranean

Field of work: Sustainable Development and Regional Integration Department

Name of the position: Events officer

Classification: Labour

Category: Technical/Administrative

Group, Subgroup: C1

Remuneration: 22.425,76 € gross / year

Shifts: Full time, split workday of 37.5 hours per week

### **2. Requisites**

Preferably candidates with a pre-existing permanent link with the Administration of the Government of Catalonia or with the organisations and bodies in its public sector (in compliance with article 33 of Law 4/2020, April 29, on budgets of the Generalitat of Catalonia for 2020).

Applications can also be submitted by candidates who, although not complying with the aforementioned requisite, hold the following:

- The necessary university qualifications to apply for a C1 category position. Candidates must hold some of the qualifications recognised in Spain in accordance with the regulations in force.

### **3. Responsibilities**

CREACT4MED is a project funded by the European Union (EU) through the EuropeAid Programme, that aims to strengthen businesses and entrepreneurship in the cultural and creative industries (CCIs) in the Southern Neighbourhood of the EU, with a particular focus on young people and women.

Under the guidance of the Head of the Sustainable Development and Regional Integration Department, and as part of the CREAT4MED project team, in the frame of action of the European Union Grant through the EuropeAid Programme, the Events officer will:

- Coordinate the organisation of events related to the CREAT4MED project in coordination with other IEMed members and external partners.
- Support to the organisation of events and conferences related to the project.
- Support to the preparation of promotional material, communication and dissemination activities.
- Support to the networking and transfer activities of the project.
- Providing project support, as well as writing progress reports, financial reports, checking documentation and responding to calls.
- Propose innovative ideas for collaborations, activities and funding sources for CREAT4MED to grow and improve.
- These tasks may involve travel in the Euro-Mediterranean region.
- Other similar functions related to his category.

#### **4. Aspects valued**

- Proven experience in positions related to international projects (possible in a Euro-Mediterranean context) and in coordinating or organising large scale events and meetings.
- Academic or professional experience related to the Mediterranean area.
- Proven proficiency in English and Spanish, including experience in drafting and/or editing reports and texts. French and Arabic are assets.
- Proficiency in management of contents, web environment, database processing and Microsoft Office suite (Word, Excel, Access, PwP).
- The following personal skills: networking, organisation and planning, rigour; thoroughness, initiative and teamwork, planning and organisation, communication, flexibility and adaptation to change, resilience, committed and proactive attitude in the workplace.

#### **5. Nature of the position**

Temporary work and service contract

Duration of service: until the completion of the work and service, with the possibility of extension. Expected until December 2022

Immediate incorporation.

#### **6. Participation**

Those who are interested and meet the requirements can submit their application by sending an email to the address [rrhh@iemed.org](mailto:rrhh@iemed.org).

The e-mail must include the following:

- In the subject section, the reference code **CREACT4MED 11/2021 + SURNAME**

- In the text section: **surname(s) and name(s), NIF (tax code), contact telephone and academic qualifications.**

- Attachment document 1: A motivation letter of a maximum of two pages, which will state the reasons, in accordance with your knowledge, skills and interests, for which you have submitted your candidacy for the reference job

- Attachment document 2: CV, containing a brief description of the studies the tasks carried out in the occupied places similar to the position.

Deadline for submission of applications is **20/12/2021, inclusive.**

## **7. Selection procedure**

The selection system will be as follows:

Analysis of attached documents 1 and 2 to assess aspects related to the academic and professional record as well as motivations, skills and capacities related to the position.

Once the two previous documents are analysed, the shortlisted candidates can be called for an interview, if appropriate, to check and broaden the detailed information and assess the aspects related to professional skills.

Finally, if appropriate, applicants can be called for a practical test to assess if they have the technical skills required for the position.

In the case of equally qualified candidates, those with a pre-existing permanent link with the Administration of the Government of Catalonia or with the organisations or bodies in its public sector, in compliance with the Government Agreement (in compliance with article 33 of Law 4/2020, April 29, on budgets of the Generalitat of Catalonia for 2020).

**Applications that do not fulfil the requisites, do not satisfy the conditions set out or do not follow the procedure established will not be considered.**

Depending on the number of applications submitted, the IEMed can only guarantee individualised replies to those who are interviewed.

Absolute confidentiality will be guaranteed during the selection process.

## 8. Personal data protection

### Basic information on personal data protection

#### Selection and provision processes

**Responsible for processing:** European Institute of the Mediterranean (IEMed)

**Aim:** Manage the selection and provision of IEMed personnel.

**Legitimation:** Data processing legitimation assumes the consent of the person concerned. By participating in the selection process and sending the application, the candidate gives his/her legitimate consent for his/her data to be processed in accordance with the aims described in the privacy policy.

**Recipients:** Your data will not be transferred to other organisations or bodies except in the case of legal obligation.

**Duration:** The data will be held as long as the call is open and, once completed, it will be held in accordance with the terms established in the applicable regulation

**Rights of the persons concerned:** You can exercise the rights of access, rectification, cancellation, opposition, data limitation and data portability by writing, with the copy of the official identification document, to the IEMed Data Protection Delegate

IEMed Data Protection Delegate: Anna Roy i Solduga

E-mail: [privacy@iemed.org](mailto:privacy@iemed.org)

Postal address: C/ Girona, 20 08010 Barcelona, 08008 Barcelona

Telephone: 93 244 98 50 (Monday to Friday, 10 am to 2 pm).

In case of disagreement with the processing, you are also entitled to submit a complaint to the Catalan Data Protection Authority, [www.apdcat.net](http://www.apdcat.net)

**Other information:** You can consult information on the rights of persons concerned and how to exercise them at <https://www.iemed.org/iemed/avis-legal/>