

IEMED0724 – Programme Officer, C1

Sustainable Development and Regional Integration Department of the European Institute of the Mediterranean

The European Institute of the Mediterranean (IEMed) needs to fill the position of Programme Officer, C1, to carry out technical and administrative management support tasks within the Department of Sustainable Development and Regional Integration.

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

Workplace: European Institute of the Mediterranean

Department: Sustainable Development and Regional Integration

Name of the Position: Programme Officer

Classification: Labour

Category: Technical/Administrative

Group, Subgroup: C1

Salary: € 24.023,68 per year

Shifts: Full time, 37,5 hours per week

### **2. Requirements for participation**

Preferably personnel with a pre-existing permanent relationship with the Administration of the Generalitat de Catalunya or with the bodies and entities of its public sector (in compliance with article 33 of Act 2/2023, of March 16, on the Budget of the Generalitat de Catalunya for 2023, extended by Decree 222/2023, of December 19, which establishes the criteria for applying the extension of the Budget Law of the Generalitat de Catalunya for 2024, while the Budget Law for 2024 does not come into force).

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

- 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**

Under the guidance of the Programme Manager of the Sustainable Development and Regional Integration Department, the Programme Officer will:

1. Provide administrative support in the implementation of the activities and programmes assigned by the Programme Manager of the Sustainable Development and Regional Integration Department and the IEMed's General Management.
2. Contribute to the monitoring and analysis of the current socioeconomical issues of the Euro-Mediterranean region.
3. Contribute to drafting and preparing content reports.
4. Carry out the compilation and verification of documentation and initiate administrative procedures.
5. Provide administrative support in the organisation of conferences, seminars, presentations and meetings.
6. Provide support in the evaluation, correction and editing process of publications commissioned by the Department.
7. Update and manage content for its publication online and on social networks.
8. Contribute to the dissemination of the activities implemented by the Department.
9. Provide administrative support in the drafting of technical and financial execution supporting reports.
10. Provide support in day-to-day administration of the Department.
11. Provide general support to the Sustainable Development and Regional Integration Department and the IEMed's General Management.

12. And, in general, all similar duties as assigned by management.

#### **4. Desired skills and qualifications**

- A minimum of two years of proven experience in similar positions executing administrative support tasks.
- Understanding of Euro-Mediterranean and EU socioeconomic issues, knowledge of the context of southern Mediterranean countries.
- Proven full professional proficiency in English and French.
- Proficiency in managing content, web environment, and Microsoft Office Suite (Word, Excel, Access, PwP).
- Ability to analyse, take initiative and work in a team.
- Creative and networking skills.
- Committed and proactive attitude.
- Organisation and planning skills.
- Adaptation to service needs.
- Availability to travel.

**Interim temporary contract until the position is definitely filled.**

**Starting date: Immediately**

**This recruitment is subjected to the existence of adequate and sufficient resources to finance the obligations arising from its call.**

#### **5. Application**

Interested candidates meeting 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 **DSI2024 + NAME AND SURNAME**
- In the text: **name and surname, NIF or passport number, phone contact and academic qualification**
- Attached document 1: A motivation letter of 2-5 pages stating the motivations, in accordance with your knowledge, skills and interests, for which you submit your application for the advertised position.
- Attached document 2: A CV including a brief description of your academic qualifications and professional experiences (tasks and responsibilities) similar to the advertised position.

The deadline for submitting applications ends on **4 June 2024**.

#### **6. Selection procedure**

The selection procedure will be as follows:

- Analysis of the 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 have been assessed, the shortlisted candidates can be called for an interview and/or a test if appropriate, to provide more detailed information and be assessed on aspects related to professional skills, motivations, and capacities.

In the case of equally qualified candidates, those with a pre-existing permanent link with the Administration of the Generalitat de Catalunya or with the organisations or bodies in its public sector, will be given preference in accordance with the Government Agreement of 13 June 2017.

**Applications that do not fulfil the requisites, do not satisfy the conditions set out or do not follow the**

established application procedure will not be considered.

**Depending on the number of applications submitted, the IEMed can only guarantee individualised replies to the shortlisted candidates. Absolute confidentiality will be guaranteed during the selection process.**

## 7. PERSONAL DATA PROTECTION

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### **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/avis-legal>

## REGULAR APPEALS PROCEDURES

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The interested party may bring an action against this call for applications before the Social Courts within a period of two months from the day after the date of its publication/communication, according to the article 69.2 of Law 36 /2011, of 10 October, regulating the social jurisdiction -SRJS- without prejudice to the possibility of bringing any other appeal considered appropriate for the defence of his or her interests.