

<p>PA-UfM</p>  <p>AP-UpM</p>	<p>PARLIAMENTARY ASSEMBLY – UNION FOR THE MEDITERRANEAN</p> <p>ASSEMBLEE PARLEMENTAIRE – UNION POUR LA MEDITERRANEE</p> <p>الجمعية البرلمانية للاتحاد من اجل المتوسط</p>	
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**Vacancy notice, Secretary General of the Parliamentary Assembly
of the Union for the Mediterranean (PA-UfM)**

Post Title: *Secretary general*

Duty Station: *Rome*

Vacancy notice issue date: 22 June 2021

Deadline for application: 22 July 2021, by 12:00h

**1. The Parliamentary Assembly of the Union for the Mediterranean (PA-UfM) -
Background**

The Parliamentary Assembly of the Union for the Mediterranean (PA-UfM) provides a forum for dialogue and cooperation among the elected representatives of all national assemblies of all UfM partners, as well as of the European Parliament. At least once a year the 280 equally distributed members hold a plenary session. The PA-UfM promotes the visibility and transparency of the Euro-Mediterranean Partnership, the alignment of the UfM's work with public interest and expectations; the democratic legitimacy of cooperation within the Mediterranean region; dialogue between Israeli and Palestinian elected representatives as well as those from other Arab countries. (for more information, please consult the dedicated PA-UfM website: <https://paufm.org/>).

2. Legal Basis

Rule 15 (2) of the Rules of Procedure of the PA-UfM. Article 4 of the Statute of the Secretariat of the PA-UfM

3. Duties of the Secretary General

The Secretary-General shall oversee and coordinate the work of the Secretariat. The Secretary General shall manage the permanent Secretariat in order to assist the Assembly and its bodies in the preparation, proper management and follow-up of their work. The tasks of the permanent Secretariat and the duties of the Secretary General are listed in Art. 2 and Art. 4 of the Statute of the Secretariat. These duties are performed under the authority of the Bureau of the PA-UfM and entail in particular:

- *assisting the Bureau and the other bodies of the Assembly in their work by ensuring that decisions taken by the UfM Parliamentary Assembly and its bodies are prepared and implemented efficiently and effectively;*
- *assisting the presidency in preparing and running meetings of the Committees, Working Groups, Bureau, Enlarged Bureau, the Summit of the Speakers and the plenary session of the Assembly;*
- *assisting the presidency as required in representing the PA-UfM's interests internationally and inter-institutionally;*
- *coordinating the work of the permanent Secretariat and ensuring optimal use of the human and financial resources at its disposal in accordance with the Assembly's Financial Regulation.*

The SG shall:

- a) review the draft annual budget of the PA-UfM, as prepared by the Accountant, and submit it to the Bureau for approval;*
- b) execute the budget, manage the finances of the PA-UfM and be accountable for the use of funds as approved by the Assembly;*
- c) maintain the links with the other bodies of the Union for the Mediterranean;*
- d) submit annual activity reports and financial accounts to the Bureau.*

4. Eligibility

On the closing date for applications, candidates must meet the conditions set out

below:

- *being a national of one of the Union for the Mediterranean partners;*
- *being an official of one of the Parliaments of the PA-UfM partners. EEAS staff and officials of the diplomatic corps of PA-UfM partners may also apply;*
- *providing an official letter of support from the institution of origin from which the successful candidate would be seconded. This letter shall also confirm that the salary and all the other costs related to the assignment of the selected candidate in Rome (including travel from/to his place of origin, and accommodation, etc.) will be covered by the institution of origin;*
- *having a level of education which corresponds to completed cycle of university studies attested by a diploma where the normal period of university education is four years or more, or equivalent academic or professional training, or a level of education which corresponds to completed cycle of university studies attested by a diploma and appropriate professional experience of at least one year where the normal period of university education is at least three years;*
- *having at least fifteen years professional experience with progressively higher responsibilities in the respective institution;*
- *be at least two years below the retirement age applicable in his or her institution of origin*

5. Selection criteria

The candidates will be assessed according to the following criteria:

- *excellent knowledge of the UfM and of its Parliamentary Assembly, including their functioning and areas of activity;*
- *excellent knowledge of international politics and of cooperation policies;*
- *experience in dealing with the administrative and budgetary procedures, as well as the legal framework, governing the activities of a national or European institution;*
- *ability to effectively coordinate with relevant internal and external actors and partners;*
- *professional fluency in English and French. The knowledge of Arabic is a strong asset.*

6. Selection Procedure

After a pre-selection to check the eligibility criteria made by the interim PA-UfM secretariat under the supervision of the PA-UfM Presidency, the administration of the Bureau Members shall invite the candidates to an interview. The final selection will be made through an interview with the PA-UfM Bureau, which will appoint the selected candidate.

7. Application procedure

All interested candidates should send to the office of the co-Secretaries General ad interim (rapporti.internazionali@camera.it) and to the secretariat of the current EP presidency of the PA-UfM (xp-empa@europarl.europa.eu) by the deadline:

- a motivation letter and a detailed CV;*
- an official written confirmation by the public institution of origin of the candidate that the salary and all the other costs related to the assignment of the successful candidate in Rome (including travel from/to his place of origin, and accommodation, etc.) will be covered by the institution of origin.*

8. Secondment conditions

The secondment will have a duration of two years, renewable once. The formal taking up of duty should take place as soon as possible in the course of year 2021, so that the new Secretary General be in a position to present a detailed action plan to the November 2021 plenary session of the PA-UfM.

The salary and all other expenses shall be borne by the public institution of origin of the successful candidate.