

IEMED08-21 Technical support of project and communication, labor C1, in the European Institute of the Mediterranean (IEMed)

The European Institute of the Mediterranean (IEMed) needs to fill a project and communication technical support position, C1, in the framework of the European Union grant ENI CBC MED project "Advancing Youth and Women social Inclusion in the Mediterranean ", ref. C_A.3.1._0014 CLUSTER.

1. Job description.

Work center: European Institute of the Mediterranean
Area: Euro-Mediterranean Gender Equality Program
Job title: Project and communication technical support
Classification: Labor
Category: Technical / Administrative
Group, Subgroup: C1
Remuneration: € 22.425,76 gross / year
Workday: Full time, split workday of 37.5 hours per week

2. Requirements for participation.

Preferably personnel with a pre-existing fixed link with the Administration of the Generalitat de Catalunya or with public sector entities (in compliance with article 33 of Law 4/2020, April 29, on budgets of the Generalitat of Catalonia for 2020).

People who, despite not complying with the requirement of the previous section, may also present their candidacy:

- Be in possession of the qualification: category C1: Bachelor's degree, Specialist technician, 2nd degree professional training certificate or equivalent. Applicants from Member States of the European Union must be in possession of one of the titles recognized in Spain in accordance with the provisions of current regulations on the matter.
- Certificate of Catalan proficiency level (level C) or equivalent.

3. Job Functions.

3.1. Fundamental objective of the position or mission

The CLUSTER project is funded under the ENI CBC MED program with the European Institute of the Mediterranean (IEMed) as the main partner and implemented through a consortium of partners from Italy, Cyprus, France, Jordan, Palestine and Tunisia. The project aims to address social exclusion and poverty among vulnerable groups, focusing on youth and women, taking advantage of the results of previous projects and equipping the unemployed with market skills in the Sustainable Economy sectors by using a trilingual online platform that IEMed manages as a founding member and secretariat of the Euromediterranean Women's Foundation.

CLUSTER will create a lasting impact on its final beneficiaries throughout the Euromed region. Through online tools such as training courses, e-platform and coaching, the project will impact at least 2,800 unemployed people, strengthening their skills in sustainable economies and increasing their employment opportunities. Employment services and education providers will boost their capacities to combine supply and demand skills, and economic players will benefit from skilled youth workforce, thus contributing to the long-term growth of companies. In

addition, public operators in the Euromed area will receive tangible recommendations on the design of sustainable youth / women employment schemes based on designed action plans.

IEMed, as the main partner of the project, seeks to occupy a project and communication technical support position to support the CLUSTER Project Manager and the IEMed Project Coordinator in the implementation of CLUSTER and other initiatives that may strengthen its impact.

3.2. Basic functions

- Give technical and administrative support to the Project Manager
- Monitoring the progress of the project and writing financial reports
- Provide support to the project events and conferences
- Prepare promotional material, communication and dissemination activities under the guidance of the Project Manager
- Write minutes and reports
- Propose innovative ideas and activities to promote the project and new initiatives in the field of gender equality and the inclusion of women
- Other similar functions that are entrusted to him according to his category

4. Aspects to be assessed.

- Knowledge in the field of Social Sciences, Management, Gender Studies or any other relevant field
- Previous work experience in multi-stakeholder cooperation and development projects
- Interest in international relations, Euro-Mediterranean affairs, gender issues and youth
- Proven experience in the field of communication
- Accreditable superior knowledge of English and French:
 - C2 English certificate, or equivalent or higher level
 - DELF B2 French, or equivalent or higher level
- Knowledge of other languages will be valued
- High level of organizational skills, responsibility, rigor, and diligence
- Dynamic and proactive attitude
- Ability to work with a team and ability to work in a multicultural environment
- Very good writing and communication skills
- Good computer skills. Domain of content management software, website and the Office package (Word, Excel, Access, PWP)
- It will also be valued: Previous experience in the writing of project proposals; previous experience in writing project narrative and financial reports

5. Form of occupation of the site.

Temporary work and service contract.

Duration of the service: until the completion of the work and service, with the possibility of extension. Expected until September 30, 2023.

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. The email must include the following:

- In the subject section, the reference code PROJECT CLUSTER C1
- In the section reserved for text: surname and first name, NIF, contact telephone number, and academic qualification.

- Attached document 1: A report 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.
- Attached document 2: CV with containing a brief description of the studies the tasks carried out in the occupied places similar to the position.

The deadline for submitting applications for this offer ends on September 20, 2021.

7. Selection process.

- Analysis of the documents 1 and 2 to assess aspects related to the academic and professional career related to the job.
- Once the two previous documents have been analysed, the applications that are best valued can be called for an interview and / or test where appropriate, to verify and expand the detailed information and to assess the aspects related to professional competences, motivations, skills and abilities.

In the event of a tie in the evaluation of the applications, the personnel with a fixed pre-existing relationship with the Administration of the Generalitat or with public sector entities, in accordance with the Government Agreement of May 12 2015, will have preference.

Demands that do not meet the requirements, that are not included within the expected assumptions or are not processed in accordance with the established procedure, will not be taken into consideration.

Depending on the volume of applications submitted, an individualized response can only be guaranteed to those who are interviewed.

Absolute confidentiality will be guaranteed throughout the selection process.

We inform that, in compliance with art. 9.1 e) of Law 19/2014, of December 29, on transparency, access to public information and good governance, in case you are the person selected for the offered place, your name and surname will be published on the website of the European Institute for the Mediterranean (IEMed) for one month, unless you exercise the right of opposition by informing the address privacy@iemed.org, that there is some special circumstance that legally justifies its non-publication.

8. Personal data protection.

In accordance with Organic Law 3/2018, of December 5, on the Protection of personal data and guarantee of digital rights, you are informed that the personal data provided will be treated in compliance with the indicated regulations, as follows:

<p>In Basic information on the protection of personal data Selection and provision processes</p>

<p>Treatment identification: Human Resources Management</p>
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<p>Responsible for the treatment: European Institute of the Mediterranean (IEMed)</p>
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<p>Purpose: to manage the processes of selection and provision of IEMed workforce. The personal curricular data provided in the framework of this call will be processed by the European Institute of the Mediterranean (IEMed) in order to manage the presentation of your application to fill the position specified in the call.</p>
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Legitimation: The legitimation for the treatment of the data is the consent of the interested person. By participating in the selection process and submitting the application, the candidate is giving legitimate consent for the data to be processed in accordance with the purposes described in the privacy policy.

Recipients: Your data will not be transferred to third parties or other organizations or entities except by legal obligation.

Duration: The data will be kept while the call is open and once it is finished, it will be kept in accordance with the deadlines established in the applicable regulations.

Rights of interested persons: Request access, rectification or deletion of data, and limitation or opposition to treatment. You can exercise the rights of access, rectification, deletion, opposition, limitation, or exercise the right to portability of your data, by writing, accompanied by a copy of an official identification document, to the IEMed data protection officer:

IEMed Data Protection Officer: Anna Roy and Solduga

Email: privacy@iemed.org

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

Telephone: 93 244 98 50 (Monday to Friday, from 10 a.m. to 2 p.m.).

In case of disagreement with the treatment, you also have the right to file a claim with the Catalan Data Protection Authority, www.apdcat.net

Additional information: You can find information regarding the rights of interested persons and how to exercise them by accessing the link <https://www.iemed.org/iemed/avis-legal/>

9. Regime of appeals

Against this call, the interested party may file a labor lawsuit before the Social Courts within two months from the day after its publication, in accordance with the provisions established in article 69.2 of Law 36/2011, of 10 October, regulating social jurisdiction -LRJS-, and following the procedure established in articles 151 and 152 of the referred LRJS, without prejudice to the possibility of filing any other appeal that it deems appropriate for the defense of its interests.