

## Technical support of the CLUSTER project (“Technical support of project and communication CLUSTER”)

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, by taking advantage of the results of previous projects and equipping young people, particularly women, who are Not in Education, Employment, or Training (NEETs) with marketable skills in the Blue, Circular, Green Economy and Sustainable Agriculture sectors.

CLUSTER will create a lasting impact on its final beneficiaries throughout the Mediterranean region. Through online and on-site training courses, coaching, and internships, the project will impact at least 2,800 unemployed people, strengthening their skills in sustainable economy sectors and increasing their employment opportunities. Employment agencies and education providers will boost their capacities to combine supply and demand skills, and the private sector will benefit from skilled youth workforce, thus contributing to the long-term growth of companies. In addition, public authorities in the region will receive tangible recommendations on the design of sustainable youth/women employment schemes based on designed action plans.

The European Institute of the Mediterranean (IEMed) needs to fill a position of a Technical support of the CLUSTER project, C1, to support and deliver the ENI CBC MED project “Advancing Youth and Women Social Inclusion in the Mediterranean”, ref. C\_A.3.1.\_0014 CLUSTER.

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

Workplace: European Institute of the Mediterranean

Name of the position: Technical support of the CLUSTER project (“Technical support of project and communication CLUSTER”)

Classification: Temporary

Category: C1 degree holder

Group, Subgroup: C1

Salary: € 23210,89 per year

Hours: Full time. 37.5h weekly

Shifts: Morning and afternoon

### **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 34 of Law 1/2021 on Budgets of the Government of Catalonia for 2015).

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**

The CLUSTER project is funded under ENI CBC MED programme with the European Institute of the Mediterranean (IEMed) as the lead partner and implemented through a consortium of partners from Italy, Cyprus, France, Jordan, Palestine and Tunisia. The project aims to tackle social exclusion and poverty amongst vulnerable groups, with a focus on youth and women, capitalising on results of previous projects and equipping NEETs with marketable skills in the Sustainable Economy sectors, capitalising upon a trilingual on-line platform that the IEMed manages as founder member and secretariat of the Euro-Mediterranean Women's Foundation.

CLUSTER will create lasting impact on its final beneficiaries across the Euromed region. Through online tools such as training courses, e-platform and coaching sessions, the project will impact at least 2800 NEETs, strengthening their skills in sustainable economies and increasing their employment opportunities. Employment services and education providers will boost their capacities to blend demand-supply skills, and economic actors will benefit from skilled youth workforce, which will contribute to long-term growth of the companies. Moreover, public operators in the Euromed area will be provided with tangible recommendations on the design of sustainable youth/women employment schemes based on designed Action Plans.

The IEMed, as a lead partner in the project, seeks to fill a position of Technical support of the CLUSTER project (Project & Communication Officer) to provide support to the CLUSTER's Project Manager and Projects Coordinator of the IEMed in the implementation of CLUSTER and other initiatives that can strengthen its impact.

#### **3.2. Basic functions**

- Provide technical and administrative support to Project Manager;
- Provide support to tracking project progress and to drafting narrative and financial reporting;
- Support on organization of project events and conferences;
- Prepare promotional material, communication and dissemination activities under the guidance of 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 women inclusion;
- Any other projects-related tasks assigned by the CLUSTER's Project Manager and Projects Coordinator of the IEMed.

### **4. Requirements**

#### **4.1 Qualifications required**

- Bachelor degree in social sciences, management, gender studies or any other relevant fields.
- Previous working experience in multi-stakeholder cooperation & development projects
- Interest in international relations, Euro-Mediterranean affairs, gender issues and youth
- Previous experience in communication field;
- Proficiency in English (C1 level) and good knowledge of French and Spanish (B2 level)
- High level of organizational skills, responsibility, thoroughness and diligence
- Dynamic and pro-active attitude
- Team player, with the ability to work in a multi-cultural environment
- Very good writing and communication skills
- Strong computer skills
- Ability to work in a multi-cultural environment

#### **4.2. Qualifications desired**

- Previous experience in contributing to drafting project proposals
- Previous experience in drafting high quality project narrative and financial reports
- Fluency in other languages is an asset

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

Temporary contract

Duration of service: until August 31<sup>th</sup> 2023.

Immediate start.

#### **6. Participation**

Those meeting the requisites can apply for the position by writing to [iemed10@iemed.org](mailto:iemed10@iemed.org).

The e-mail must include the following:

- In the subject section, the reference code PROJECTE CLUSTER 2023 + surname
- In the text section: **surname(s) and name(s), NIF (tax code), contact telephone and academic qualifications.**
- Attachment document 1: a motivation letter (between 2 and 3 pages, Arial 12).
- Attachment document 2: CV with photograph featuring a brief description of the tasks undertaken in positions related to position of Dialogue and Events officer.

#### **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 of 13 June 2017, will take preference.

**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/avis-legal>

