

## **Institut Europeu de la Mediterrània**

Instituto Europeo del Mediterráneo

Institut Européen de la Méditerranée

European Institute of the Mediterranean

المعهد الأوروبي للبحر الأبيض المتوسط

# 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), ENI/2019 /412-505.

### **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

Salary: € 23.210,66 per year

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

### **2. Requisites**

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 34 of Law 1/2021, of 29 December, on the budget of the Generalitat de Catalunya for 2022).

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. The IEMed is a project partner of CREAT4MED.

The Sustainable Development and Regional Integration Department of the IEMed is in charge of managing and implementing the CREAT4MED project. It also promotes the exchange of knowledge through the organisation of seminars, conferences, research projects, debates and publications, while fostering cooperation and partnerships between multiple regional stakeholders on key priorities of the Mediterranean sustainable development and regional integration agenda.

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

- Provide technical and administrative support.
- Support the organisation of events in coordination with external partners, including conceptualisation and planning, budget, logistics, documents.
- Support in the preparation of technical and financial execution reports.
- Support in writing content reports and minutes of meetings.
- Update, edition, and management of contents for their publication online.
- Monitoring and analysis of the current socio-economic situation in the Euro-Mediterranean region.

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

- Proven experience in positions related to international projects (possibly in a Euro-Mediterranean context) and in coordinating or organising large scale events and meetings.
- Academic or professional experience related to the Mediterranean area, and knowledge and understanding of socioeconomic issues.
- Proven proficiency in English and Spanish, including experience in drafting and/or editing reports and texts in these languages. French is an asset.
- Proficiency in management of contents, web environment, database processing and Microsoft Office suite (Word, Excel, Access, PwP).
- The following personal skills: organisation and planning, rigour; thoroughness, teamwork, adaptation to change, committed and proactive attitude in the workplace.

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

Fixed-term contract linked to European-funded programmes.

Duration of the service: until the end of the programme, foreseeably until August 2024.

This contract will be subject to the existence of adequate and sufficient resources to finance the obligations arising from its call for proposals.

Immediate incorporation.

#### **6. Participation**

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

The e-mail must include the following:

- In the subject section, the reference code **CREACT4MED23 + 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.

The deadline for submitting applications ends on **March 23, 2023**.

## **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.

**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>

## **9. Regular appeals procedures**

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.