



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE
الجمعية البرلمانية للبحر الأبيض المتوسط

Vacancy for: Junior Programme Officer - 2nd Standing on Committee Economic, Social and Environmental Cooperation

Duty station: Naples, Italy

Posting period: 20 July 2020 – 07 August 2020

ORGANISATIONAL SETTING AND REPORTING RELATIONSHIPS

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization of 34 member and associate countries of the Euro-Mediterranean and Gulf regions. The main objective of PAM is to forge political, economic and social cooperation among the member states in order to find common solutions to the challenges facing the region, and to foster peace and prosperity for the Mediterranean peoples. PAM is the centre of excellence for regional parliamentary diplomacy, and a unique forum of discussion among its member states, which are represented on equal footing. The staff of the Secretariat assists the PAM President, the PAM Bureau, all members and the Secretary General in the execution of their mandate and is responsible for the follow-up on the decisions taken by the Assembly providing coordination, assistance and support to the work of the three Standing Committees (SC) and all other bodies established under PAM.

This position is located at the Regional Office of the Parliamentary Assembly of the Mediterranean (PAM) in Naples, Italy.

ACCOUNTABILITIES

The Junior Programme Officer will provide substantive support to the PAM Secretariat by working closely with other PAM staff, and representatives of PAM's constituencies. The Junior Programme Officer must be able to deal with a heavy volume of requests under pressure. The ability to use good judgement, work under pressure and handle a wide range of sensitive matters, while maintaining diplomacy, tact and discretion will be critical. Reporting to and under the supervision of the Secretary General, the Junior Programme Officer will perform the following functions:

- Assisting the relevant officers in the preparation, documentation and organisation of all the Standing Committees, Special Task Forces, Working and Ad Hoc Groups meetings hosted by PAM national parliaments and partner organisations;
- Providing in particular organizational, administrative and logistical support to the implementation of the activities of the 2nd Standing Committee on Committee Economic, Social and Environmental Cooperation;
- Conducting research and reference searches on economic integration and challenges, investments and finance, support to SMEs and Start-Ups, trade facilitation, job creation, sustainable development, climate change, energy, water and environment in the Euro-Mediterranean, Sahel and Gulf regions;
- Drafting speeches, reports, press releases and various research projects, related to the above-mentioned topics.
- Preparing briefing notes and presentations for members of PAM National Delegations, and in particular for the President of the 2nd SC, the Co-Chairs of the Panel on Trade and Investments in the Mediterranean, the Chair of the Working Group on Environment and the Rapporteurs on Economy and Environment; Keeping updated all background documents relevant to this committee, including those posted on the website;

- Maintaining an updated records of partner organizations and of the relevant calendar of activities;
- Undertaking any other assignments as required.

Work implies frequent interaction with:

National parliamentary delegations, diplomatic missions, representatives of international organizations.

RESULTS EXPECTED

Within delegated authority, the incumbent will have the following responsibilities:

- Provision and application of specialised expertise with respect to a range of programme planning and administrative management tasks of the PAM Secretariat;
- Provision of the full range of technical, administrative and substantive servicing support for the Secretariat and the PAM meetings;
- Proper planning of meetings, conferences and working groups;
- Maintenance of close contact with the relevant staff of the national delegations and partner organizations.

COMPETENCIES

Professionalism: Good knowledge and understanding of the Mediterranean area at large; good understanding of the working of PAM, in particular as this relates to regional action and initiatives, and to the workings of inter-parliamentary mechanisms, practical experience in programme management and administration; good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities. Ability to conduct independent research; shows skill in developing sources for data collection; impeccable attention to detail.

Communications: Excellent communication skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style.

Technology Awareness: Fully proficient in computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and other statistical applications, Internet, etc.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

EDUCATION

Advanced University degree (Master's degree or equivalent), with a relevant combination of academic qualifications and experience, preferably in Political Science, International Relations, International Law, Economics, Environmental and Climate Studies, etc.

WORK EXPERIENCE

A minimum of 3 years' experience in the above-mentioned areas, including a demonstrated understanding of executive assistance, some project management experience, demonstrable team player. Working experience in parliamentary organizations, diplomatic service and/or international organizations desirable.

ASSESSMENT

Evaluation of qualified candidates may include an assessment exercise, followed by competency-based interview.

LANGUAGES

English, French and Arabic are the working languages of the PAM Secretariat, therefore fluency in oral and written English and French and/or Arabic is required.

REMUNERATION

Depending on professional background, experience and family situation, a competitive compensation is offered.

To apply for this opportunity, please send your resume and a cover letter to admin@pam.int and secretariat@pam.int quoting in the subject title: Junior Programme Officer - 2nd Standing on Committee Economic, Social and Environmental Cooperation

Contact: Mr. Mario Bracco Barcina
Head of Administration and Protocol
Parliamentary Assembly of the Mediterranean
PAM Office – Geneva, Switzerland
E-mail: admin@pam.int
