



CALL FOR CANDIDATURES:

Director of Administration

Finance, Legal & Administration Department

UfM/FT/2025/11

1. Subject

The UfM Secretariat is seeking to incorporate a **Director of Administration** for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Director of the Administration Department	Reports to:	Deputy Secretary General - Administration
Division / Department:	Administration Department: Finance, Corporate and Support Services (CSS), Contracts and Procurement, IT	Staff category and conditions:	Contracted Staff as per Staff Regulations and Implementing Rules Post Classification: CS1.2, Step 1 Gross Salary : 87,040 Euros
SUMMARY			
<p>The Director of Administration is responsible for the overall leadership and effective performance of the Administration Department, in accordance with Section IX of the Statutes of the Secretariat. The role ensures that the organization's accounting systems, financial and procurement processes, and reporting mechanisms meet the highest standards of accuracy, compliance, and transparency, applying deep technical and procedural expertise in line with institutional regulations and delegated authorities.</p> <p>The Director provides strategic leadership to the department's core functions—Finance, Central Support Services (CSS), Contracts and Procurement, and Information Technology—ensuring that each team delivers professional, efficient, and mission-aligned support services across the UfM.</p> <p>The Director of Administration reports directly to the Deputy Secretary general of Administration and is a member of the UfM Management Committee.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Lead the development, implementation and monitoring of comprehensive financial strategies, policies and procedures in line with organizational goals, EU financial regulations, international accounting standards (e.g., IPSAS) and donor requirements.• Oversee all financial operations, including budgeting, forecasting, financial reporting, accounting, treasury management, payroll and procurement.• Provide strategic financial analysis and advice to support informed decision-making and resource allocation.• Define the department's work programme in collaboration with the various Units, ensuring alignment with the UfM strategy.			



- Ensure the department has the appropriate resources and people to implement its activities and achieve organizational goals.
- Oversee the organization's financial management, ensuring accuracy, compliance, and integrity in all accounting operations in accordance with applicable regulations and internal governance frameworks.
- Ensure the implementation of agile processes and digital tools within the department, fostering a culture of continuous improvement to effectively support the organization's activities.
- Drive continuous improvement of financial workflows, procedures, and systems to maintain operational excellence; act as the Accounting Officer.
- Ensure that the IT infrastructure and up-to-date technology meet the organization's needs, and that the ICT operations activities (maintenance of information systems, management of the infrastructure, helpdesk coordination, security coordination) are implemented.
- Ensure that the CSS Unit provides agile support to all departments and divisions in logistics, event coordination, mission management, and facility operations, ensuring a functional and safe workplace.
- Report regularly to the Secretary General, including on the implementation status of ongoing projects.
- Actively participate in the Management Committee and provide all required information and input.
- Carry out any other duties assigned by the Deputy Secretary General, including representing them in meetings and conferences, preparing notes, talking points, or speeches, and any other tasks within the scope of your competencies.
- Ensure performance management of teams (Finance, CSS, Contracts and Procurement, IT), setting objectives for direct reports and evaluating their contributions to departmental goals.
- Motivate and support team development by promoting training and professional growth opportunities within the organization.
- Act as a driver of change within the organization.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic Background:

- **Master degree** in Business Administration, Finance, Accounting, Economics or any related fields.
- Professional accounting qualification (e.g. ACCA, CIMA, CPA, Certified Public Accountant) is highly desirable.

Professional Requirements:

- **Minimum of 10 years of experience, of which 8 years of management relevant to the duties** described above.
- **Management:** Demonstrated experience in managing administrative services, including budget responsibility, with a strong grasp of institutional governance and internal control frameworks, in managing complex budgets and financial reporting for institutional donors
- Experience with audit management and risk assessment.



- **Accounting Expertise:** Proven in-depth technical knowledge of accounting principles and procedures (e.g., Generally Accepted Accounting Principles), including oversight of accounting systems, validation of financial processes, accounting policies and preparation of financial statements, ensuring compliance with applicable accounting standards and institutional rules.
- **Communication & Institutional Representation:** Excellent communication and interpersonal skills, with the ability to represent the organisation at senior levels, engage effectively with institutional stakeholders, and promote a culture of accountability and service excellence.
- **Analytical & Decision-Making Skills:** Strong ability to assess complex financial data, exercise sound judgment, support high-quality financial reporting and decision-making.
- **Institutional & EU Financial Knowledge** (Highly desirable): Experience working in EU institutions or Agencies, with familiarity in EU financial systems, programme structures, and financial management standards.
- **Leadership and people management skills:** ability to give directions, take decisions, manage and motivate people effectively
- Planning and organizational skills;
- **Service-oriented and results-driven attitude.**

Additional desirable experience and competencies:

- Knowledge and/or work experience in Mediterranean countries is an advantage

LANGUAGES SKILLS REQUIREMENTS:

- Minimum Requirements: Excellent knowledge of English in speaking and writing and another UfM Language (French, Spanish or Arabic).
- Desirable: the knowledge of other Euro-Mediterranean languages would be an asset.

2. Submission of applications:

To apply, you need to complete the [application form](#) on the website and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "Name Surname-CV".**
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "Name Surname-cover letter".**



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Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

The application deadline has been extended. Applications will continue to be accepted until further notice.

4. Selection Process

Complete applications are assessed based on relevant experience, educational background, and required skills. Eligible candidates will undergo a selection process that includes a competency-based interview and may also involve technical tests.

5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.

Protection of personal data - Privacy notice

The UfMS, as the body responsible for organizing the selection process, will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure. Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of her/his personal data, she/he shall address it to the following address: hr@ufmsecretariat.org.