



**PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE**

برلمان البحر الأبيض المتوسط

**Vacancy: Program Officer - 2nd Standing on Committee Economic,
Social and Environmental Cooperation**

Duty station: Naples, Italy

Recruitment period: 15 December 2021 – 15 January 2022, applications will be reviewed on a rolling basis. Enter on duty: ASAP.

ORGANISATIONAL SETTING

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, bringing together 34 member parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counter-terrorism, humanitarian crises, economic integration, climate change, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments are able to engage in productive discussions, share legislative experiences and work together towards constructive solutions.

The staff of the Secretariat assist the PAM President, the PAM Bureau, and all Members of the Assembly in the execution of their mandate and are 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.

Main Duties:

Under the supervision of the Secretary General and the Deputy to the Secretary General, the Program Officer will:

- Coordinate the PAM Secretariat support to the activities of the 2nd Standing Committee, priority issues for which include, among others: economic development and post-pandemic recovery strategies in the Euro-Mediterranean and Gulf countries; trade and investment promotion; support for SMEs and startups; climate change and environmental protection; energy security and green energy transition; support for the relaunch of the tourism sector; digitalization and innovation technology in PAM countries;
- Assist PAM MPs in drafting speeches, reports, as well as resolutions with key legislative and policy recommendations;

- Coordinate up to date research on the above mentioned topics;
- Support PAM MPs during missions and high-level conference;
- Engage in partnership development with other international organisations, including initial contact, identification of common priorities, setting up leadership meetings, negotiation of cooperation agreements and MoU's, and implementation of joint activities and projects, such as high-level international conferences, among others;
- Assist the Secretary General in organising and facilitating high-level conferences, including identification of speakers, preparation of background documents, agenda drafting, logistics, executive reports, follow-up;
- Draft and contribute to the production of PR materials related to the work of PAM, such as press releases, background documents, conference reports, mid-year and annual reports, etc. ;
- Translate documents and reports;
- Undertake any other assignments, as required.

Necessary Qualifications:

Education

- Advanced University degree (Master's degree or equivalent), preferably in Political Science, International Relations, Economics, Environmental and Climate Studies, International Law, etc.

Experience

- 3-5 years of experience in the above-mentioned areas is required. Work experience in parliamentary organizations, diplomatic service and/or international organizations is desirable.

Languages

- English, French and Arabic are the working languages of the PAM Secretariat. For the position advertised, fluency in English and a second working language (French or Arabic) is required. Knowledge of Italian is highly desirable.

Preferred competencies:

- **Professionalism:** Good knowledge and understanding of the Euro-Mediterranean area at large; good understanding of the work of PAM and the activities relevant to its 2nd Standing Committee, in particular, as this relates to regional action and initiatives, and to the working of inter-parliamentary

mechanisms; practical experience in program 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.

- **Diplomacy:** Application of good judgement and tact and understand the importance of impartiality and balance in situations which may be diplomatically sensitive.
- **Communication:** 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:** Computer skills and use of relevant software and other applications, e.g. Microsoft Office package
- **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.

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: Program Officer – 2nd Standing Committee

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