



## **OFFER 1/2018**

### **POSTION: OFFICER**

## **About the INTERNATIONAL ASSOCIATION OF EDUCATING CITIES**

The International Association of Educating Cities (IAEC) is a non-profit association, constituted as a permanent structure of collaboration between local governments committed to the Charter of Educating Cities, which is the road map of the cities that make up it. Founded in 1994, the International Association of Educating Cities currently brings together more than 475 cities from 36 countries around the world. ([www.edcities.org](http://www.edcities.org))

The Secretariat is the body responsible for the daily management of the Association. Some of its responsibilities are: the maintenance of contacts with member cities; follow up of activities; coordination of territorial networks; the organization of the Assembly; the production of reflection materials, among others.

### **Job description:**

1. Supporting projects and programs that are developed with other partners and institutions.
2. Being responsible for one or more specific tasks/files of the action plan and their follow-up.
3. Drafting minutes, notes and reports related to these tasks.
4. Supporting the database and the web keepers.
5. Providing support in the preparation of meetings, congresses, seminars and exhibitions.
6. Representing the organization in international events when necessary.
7. Providing support to the territorial and / or thematic networks and members cities when necessary.
8. Contributing to the production of materials, publications and other documents to present the IAEC and its work.
9. Budget management skills for the projects/files that are entrusted to the candidate.
10. Supporting the IAEC Secretariat team in the general files and playing an active role as member of the team.

### **Requested Education and Experience:**

- University degree.
- Oral and written fluency in Spanish, English and French (level C1 or equivalent).
- Windows Office user (Word, Excel, Access, PowerPoint) and good command of ICT.
- Proven experience in the management of associations, networks, entities or local, regional or international administrations.

## **Would be an advantage:**

- Degrees in Pedagogy, International Relations, Political Sciences, Economics or Business Management and Administration, or Social Sciences.
- Master's degrees in any of the mentioned areas.
- Knowledge of Catalan (medium-high), Portuguese (medium-high) and other languages.
- Experience in the management of transnational programs or projects or in the field of international relations.
- Experience in international institutions.
- Experience in public administration.

## **Behavioural and professional competences:**

- Professional commitment
- Proactive attitude and decision making capacity.
- Earnestness and organizational capacity.
- Analytical capacity.
- Ability to work in teams and in the establishment of interpersonal and networking links.
- Good oral communication skills.
- Good written skills including the ability to synthesize and analyze.
- Good command of social networks.
- Ability to work under pressure and adapt to changing priorities.

## **Procedure:**

Those candidates meeting the abovementioned requirements can apply for the position by sending a CV and a motivation letter to [edcities@bcn.cat](mailto:edcities@bcn.cat) indicating in the subject section "Officer Position 1/2018". Before July 5th.

Only those candidates fulfilling the aforementioned requisites will be considered. We strongly recommend those candidates that do not comply with the requirements outlined to refrain from sending their candidacies.

Before formalizing the contract the candidate will have to prove that they are in possession of the education degree and credited experience.

## **Compensation:**

Work permit

Starting date: September 2018.

Employment contract of 1 year (renewable) with a probationary period of 2 months.

Gross Annual salary: 35.000€

Working week: 37.30h.

Work place: Barcelona.

Availability to travel.