

SELECTION PROCESS 20/2023

PROGRAMMES OFFICER

Metropolis brings together the local authorities of more than 145 major cities and metropolitan areas worldwide. Founded in 1985, today the association is a global reference on metropolitan governance. Raising the voices of metropolises to the global agenda and building capacity to deliver public policies and services, Metropolis contributes to finding common answers to the challenges of large cities and of metropolitan growth.

JOB OFFER

We are looking for a **PROGRAMMES OFFICER** to ensure the design and coordination of new and existing projects or activities under the supervision of the Head of Programmes, the management of resources, updates, and the production of knowledge for activities under his/her responsibilities, while implementing solutions that streamline projects, processes and activities.

The Programmes Officer will be responsible of proactively seeking new resource opportunities, as well as new alliances and partners in coordination with the Institutional relations area, and ensure the monitoring of narrative and financial justifications accordingly.

The Programmes Officer will contribute with technical knowledge within his/her area in all the projects of the Organization.

MAIN RESPONSIBILITIES:

The main responsibilities of the **PROGRAMMES OFFICER** include:

- Ensure the complete coordination of projects or activities, from negotiation to project closure, including their financial management.
- Management of international consortium of project partners.
- Proactively seek and generate new resources & opportunities
- Create, update, coordinate, and continuously improve activity planning, identify and correct critical points.
- For new, existing or on-going projects, generate new connections with added value between lessons, recommendations, and/or conclusions collected in those projects.

Metropolis Secretariat General

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- Identify good practices within projects and generate content on specific topics or projects for the use of the Organization.

REQUIREMENTS:

Personal Skills.

- Ability to think analytically and innovatively
- Project Management
- Problem-solving mindset
- Organisation and time management
- Attention to detail and accuracy
- International perspective: cultural diversity
- Negotiation skills
- Goal oriented
- Communication
- Proactive search for new opportunities.

Education and Professional experience:

- Degree in Business Administration, Economics, Engineering Degree or any degree related to Urban issues
- Post Graduate studies in Urban Issues or Cooperation desirable
- Five years of advanced project management experience in mission-oriented, international organizations.
- Experience in philanthropy or Global Donors

Languages:

- English: Excellent **mandatory**
- Any other language: desirable

Technical:

- User-level computer skills (Word, Excel, Access, presentation software like PowerPoint, Prezi or other)
- CRM (ZOHO) desirable

WHAT WE OFFER:

- Full-time (37.5 hours per week), flexible hours (in line with specific requirements)
- Flexi-work: 70% onsite at the Secretariat General HQ in Barcelona and 30% online; full IT package
- Gross yearly salary: 39,000€
- Estimated start date: 20th March 2023
- 2 months trial period

BENEFITS

- Training opportunities
- A dynamic international team
- A pleasant working environment

To apply for this vacancy, please send your CV to hr@metropolis.org indicating "PROGRAMMES OFFICER" in the subject line before February 27th, 2023 12 pm CET. Interviews will be held on the 1st, 2nd & 3rd March 2023.

Metropolis is firmly committed to equal opportunities and work-life balance for all, and avoids any discrimination based on sex, personal and/or social circumstances.

Release date: Friday 17th February 2023