

**SELECTION PROCESS 1/2020:
METROPOLIS OBSERVATORY PROJECT OFFICER**

Metropolis, the World Association of the Major Metropolises, brings together the governments of 138 urban agglomerations worldwide. With 34 years of history, today the association is the focal point of expertise 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 metropolisation.

The Metropolis Observatory is the association's project that provides frameworks to include the metropolitan perspective in urban governance. This project is structured into a collection of issue papers and a system of metropolitan indicators. The issue papers approach a series of contemporary topics and challenges that local and regional governments are facing on the metropolitan scale. With an average release of two to three new editions every year, the collection has been contributing, since its launch in November 2016, to the creation of a global metropolitan narrative. The metropolitan indicators result from a pioneering comparative research on Metropolis members and unleash new empirical insights, comparable across jurisdictions, about metropolitan realities across the world.

JOB OFFER:

We are looking for a Project Officer to lead the Metropolis Observatory project, who will have the final responsibility for all the tasks required for proper project development and operations, from conception to conclusion.

KEY RESPONSIBILITIES:

- Collect, process and offer comparative data regarding major cities and metropolitan areas around the world;
- Identify good practices in metropolitan governance and policies;
- Plan and implement publications and events to promote reflection and knowledge-exchange on metropolitan trends and priority areas;
- Create, update, coordinate, and continuously improve the planning of the activities, and identify and correct critical points;
- Coordinate internal resources from other areas to implement the project activities in due time and form;
- Carry out the procurement procedures needed for the proper development of the project activities;
- Collaborate with the Metropolis Secretariat General staff in liaising with members and in the organization of learning and training activities;
- Prepare progress and reports and analysis of the indicators in the established time and

Metropolis Secretariat General

Avinyó, 15, 08002 Barcelona

Tel. (+34) 93 342 94 60 · Fax: (+34) 93 342 94 66 · metropolis@metropolis.org

www.metropolis.org #MetroGovernance

format;

- Liaise with other local government observatories;
- Liaise with Metropolis members and partners for the coordination of two other projects of the association: the USE platform and the City Managers Community;
- Perform other tasks that may be required for the proper functioning of the Metropolis Secretariat General.

REQUIREMENTS:

- **Personal skills**
 - Professional commitment
 - Communication, negotiation and influencing
 - Capacity for analysis
 - Flexibility and openness to change
 - Rigor and organization
 - Proactivity
 - Teamwork
- **Education**

Degree in Political Science, Business Administration and Management, Economics, Urban Planning, Engineering or equivalent.
- **Professional experience:** more than 3 years' proven experience in a similar position in the area of data collection and analysis and/or in local public policies development (preferably in the field of international management). Knowledge and expertise in the field of metropolitan governance would be particularly desirable.
- **Languages:**
 - Proficiency in least two of the three working languages of Metropolis – English, French and Spanish.
 - Knowledge of other languages will be considered an asset.
- **User-level computer skills (Word, Excel, PowerPoint) and good command of Internet**
- **Availability to travel**

WHAT WE OFFER:

- Full-time contract, immediate start.
- Gross annual salary of up to €40,000 in line with experience and qualifications.

To apply for this vacancy, please send your CV to hr@metropolis.org indicating **"METROPOLIS OBSERVATORY PROJECT OFFICER"** in the subject line before the 24th January 2020 12pm CET. Interviews will be held from 27th to 31st January 2020.

Metropolis Secretariat General

Avinyó, 15, 08002 Barcelona

Tel. (+34) 93 342 94 60 · Fax: (+34) 93 342 94 66 · metropolis@metropolis.org

www.metropolis.org #MetroGovernance