



**PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN**  
**ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE**  
**الجمعية البرلمانية للبحر الأبيض المتوسط**

**- VACANCY ANNOUNCEMENT -**

Date of issue: 15 September 2015  
Post title: Junior Programme Officer  
Duty station: Malta  
Duration: 1 year (with possible extension)  
Post Level: No - A  
Classified level: I  
Vacancy Notice number: 03 - 2015  
Deadline for applications: 16 October 2015  
Date of entry: As soon as possible

*Parliamentary Assembly of the Mediterranean*  
*Core Values: Integrity • Professionalism • Respect for diversity*

**Organizational Setting and Reporting Relationships:** This position is located at the Headquarters of the Parliamentary Assembly of the Mediterranean (PAM) in Malta. The Junior Programme Officer will report to and be under the supervision of the Secretary General.

**Accountabilities:** The Junior Programme Officer will provide substantive support to the PAM Secretariat by working closely with other PAM staff, representatives of PAM's constituencies and partners. The Junior Programme Officer must be able to deal with a heavy volume of requests under constant pressure. Ability to use good judgement and handle a wide range of sensitive matters while maintaining diplomacy. Tact and discretion will be critical. The Junior Programme Officer will perform the following functions:

- Assisting in the preparation, documentation and organisation of the Standing Committees, Special Task Forces, Working and Ad Hoc Groups meetings and Plenary Sessions hosted by PAM national parliaments and PAM partners;
- Conduct research pertaining to the topics treated by PAM's Committees;
- Assisting in outreach and communication activities;
- Drafting of official documents (letters, MoUs, thematic papers) and speeches;
- Translating official working documents (Reports, Resolutions, Press Releases, etc);
- Accompanying PAM Secretary General and MPs on official missions, and/or representing PAM at international meetings;
- Perform any other duties, as required.

**Work implies frequent interaction with:**

Officers and staff of the PAM, national parliamentary delegations, MPs, UN agencies, EU, LAS, diplomatic missions, and international organizations.

### **Results expected:**

- Provision and application of specialised expertise with respect to a range of programme planning of the PAM Secretariat;
- Provision of the full range of technical, administrative and substantive servicing support for the Secretariat and the PAM meetings;
- Proper planning of meetings, conferences and working groups;
- Maintenance of close contact with the relevant staff of the national delegations and partner organizations;
- Coordination of the activities of the PAM Academic Platform and support to the members of the Platform;

### **Competencies:**

- **Professionalism:** Good knowledge and understanding of the Mediterranean area at large; good understanding of the working of the PAM and the scope of its 3rd Standing Committee, in particular, as this relates to regional action and initiatives, and to the working of inter-parliamentary mechanisms; practical experience in programme 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.
- **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 Awareness:** Fully proficient in computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and other statistical applications, Internet, etc.
- **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.

### **Qualifications:**

Education: Advanced University degree (Master's degree or equivalent), with a relevant combination of academic qualifications and experience, preferably in Social Sciences, International Relations, Diplomacy, Human Rights, International Law or other relevant field. Three years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least 3 years responsible experience in the specific area, including a demonstrated understanding of executive assistance, some project

management experience, demonstrable team player. Working experience in parliamentary organizations, diplomatic service and/or international organizations is desirable.

Language: English, and French and Arabic are the working languages of the PAM Secretariat. For the position advertised, fluency in English and Arabic, i.e. oral and written proficiency is required. Fluency in French is an advantage.

**Remuneration:**

Depending on professional background, experience and family situation, a competitive compensation is offered.

**Contact:**

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