



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE
برلمان البحر الأبيض المتوسط

Vacancy:

Position Title: **Program Officer – 3rd Standing Committee on Dialogue among Civilizations and Human Rights**

Duty Station: **Città di San Marino, Republic of San Marino**

Duration: **5-year contract (renewable)**

Starting Date: **As soon as possible**

Context:

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization of 34 member countries from the Euro-Mediterranean and Gulf regions. The main objective of PAM is to forge political, economic, and social cooperation among its member states in order to find common solutions to the challenges facing the region, and to foster peace and prosperity for the Mediterranean peoples, and beyond. PAM is the center of excellence for regional parliamentary diplomacy, and a unique platform of discussion among its member parliaments, which are represented on equal footing.

The staff of the Secretariat assists the PAM President, the PAM Political Bureau, its members, and the Secretary General in the execution of their mandate, and is responsible for the follow-up on the decisions taken by the Assembly providing coordination and support to the work of the three Standing Committees (SC) and all other bodies established under PAM.

PAM is looking to hire a Program Officer, for an initial 1-year contract (renewable) to coordinate the work of the PAM 3rd Standing Committee on Dialogue among Civilizations and Human Rights at the PAM Headquarters in San Marino.

Main Duties:

Under the supervision of the Secretary General, the Program Officer will:

- Act as a coordinator within the PAM Secretariat for the activities of the 3rd Standing Committee, whose main priorities are migration and trafficking, human rights, women empowerment, youth issues, protection of cultural heritage, education, AI, addressing

root causes of radicalization, inter-religious dialogue, promotion of tolerance and dialogue among civilizations.

- Coordinate the activities of the PAM Women Parliamentary Forum.
- Direct the activities to implement and promote the PAM Parliamentary campaign to combat trafficking in human beings and migrants smuggling.
- Assist PAM MPs in drafting speeches, reports, and resolutions with key legislative and policy recommendations concerning the above-mentioned topics.
- Coordinate up to date research on the above-mentioned topics.
- Support PAM MPs during missions and high-level conferences.
- Engage in partnership development with other international organisations, including initial contact, identification of common priorities, setting up leadership meetings, negotiation of cooperation agreements and MoUs, and implementation of joint activities and projects.
- Coordinate the activities of the PAM Academic Platform, and the program of researchers (selection, scheduling, assignments, and tutorship) with universities and academic institutions.
- Draft and contribute to the production of materials related to the work of PAM, such as press releases, background documents, conference reports, mid-term 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 Social Sciences, International Relations, Diplomacy, Human Rights, International Law or other relevant fields.

Experience

- A minimum of 7 years' 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, oral and written fluency in English and French is required. Knowledge of Arabic and other language of the region is desirable.

Preferred 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; 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.
- **Communication:** Excellent communication skills, including the ability to draft/edit a variety of written reports, studies, and other communication materials, 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. Microsoft Office package.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity and 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 – 3rd Standing Committee.

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