

## Vacancy Notice: Project Support Assistant (Project Position) ICAPFISH project

**Job title** Project Support Assistant (Project Position), ICAPFISH project

**Organizational Unit:** Research

**Duty Station:** Malmö, Sweden

**Duration of contract:** 12-months

### 1. Organizational setting

The World Maritime University (WMU) is a postgraduate, education and research university established in 1983 by the International Maritime Organization, a specialized agency of the United Nations. WMU's mandate is to build global capacity in maritime and ocean areas. The University offers M.Sc. and Ph.D. programmes, Postgraduate Diplomas, and Professional Development Courses (PDCs) with the highest standards in maritime and oceans education and training. WMU also has a highly respected research and a strong record of publications across the maritime and ocean fields. The Project Support Assistant position falls within the Research Unit at WMU's headquarters in Malmö, Sweden.

### 2. Main purpose

We seek a Project Support Assistant to support day-to-day activities related to an inter-agency capacity-building and development project to progress the implementation of international instruments to combat IUU fishing (ICAPFISH).

The ICAPFISH Project will create an education and capacity building platform that consolidates the expertise of the UN specialized agencies mandated with a role in fisheries as well as academic research and practical knowledge. ICAPFISH will be a transdisciplinary initiative that integrates science, economics, maritime policy and ocean governance, law and regulation, maritime technology and operation, safety at sea, societal factors, human rights, as well as compliance monitoring and enforcement. The project has received an initial funding for 1 year to formalize the inter-agency partnership and undertake the research and development required to design the course. The project will require day-to-day administrative support.

### 3. Working relationships

Internal contacts – the incumbent will liaise and interact with the faculty members engaged in this research project on a regular basis as well as with the Research Associate that is working for this project.

External contacts – the incumbent will need to liaise with UN Specialized Agencies, other international partners and stakeholders, as well as other experts.

The successful applicant is required to take up duty at WMU in Malmö, Sweden, for the duration of the project and to travel to attend project meetings.

#### **4. Duties, responsibilities**

The post-holder is expected to provide technical and administrative support for an inter-agency capacity-building and development project to progress the implementation of international instruments to combat IUU fishing (the ICAPFISH Project). This includes a wide range of operational, administrative and secretarial support to the project coordinators, project research associate and the external partners. Much of this will be online, but depending on pandemic circumstances may also involve physical meetings. The travel management activities may resume anytime.

The successful candidate will support activities as required such as:

- Assist and provide administrative support the project team;
- Provide secretarial support to the project team, including office management tasks and scheduling of meetings;
- Provide secretarial support at meetings, seminars and conferences;
- Maintain the office in good order;
- Perform receptionist duties when needed;
- Support event organization including logistical tasks;
- Assist project team with the production of communication material (brochures, documents and reports);
- Prepare and draft correspondence, memos and documents;
- Arrange travel, including accommodation, as may be required, and provide assistance to visitor and guests;
- Undertake other secretarial and project-related administrative tasks as may be required;

#### **Finance and Procurement support**

- Support the project team with financial and procurement processes: adapting templates, preparing spreadsheets, for verification, drafting debit notes, requesting commitments, project-related budget forecasts, and prepare small budgets (e.g., for events or communication activities).
- Liaise with finance and procurement departments;
- Provide financial data for annual reports;

#### **5. Minimum requirements – education, experience and language skills**

##### **Education**

##### **Essential**

- The successful candidate will have a high school diploma or equivalent.

## Experience

### Essential

- Assist with the project accounting, e-document filing and record management;
- Coordinate calendar, face-to-face and online meeting schedules;
- On-line meeting facilitation, minute taking, actions summary and preparation;
- Proof reading documents and assisting with word processing and graphics;
- Use of spread sheets to assist in budget calculations, time allocation etc.

### Desirable

- Interest in maritime affairs or fisheries;
- Experience working for or with UN organisations;
- Experience of working in developing countries

## Languages

### Essential

- Fluency in spoken and written English.

### Desirable

- Knowledge of another UN language would be an advantage.

## 6. Knowledge and skills

### Knowledge and skills

#### Essential

- Excellent communications skills;
- Ability to work independently and as part of a professional team;
- Effective organizational skills to manage time, set priorities and undertake administrative tasks;
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes;
- Ability to deal with administrative matters as appropriate to status and with reference to other colleagues within WMU.

This vacancy is open to male and female candidates. WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

### Application

The position provides for a monthly stipend of 24 000 SEK (free of income tax in Sweden) and medical and life insurance coverage by Cigna International.

Applicants **must** fill in the Personal History Form, which can be found at <http://wmu.se/vacancies>, provide a letter of interest, a complete CV and the contact information of three referees to Marco Batista, Head of Human Resources ([mb@wmu.se](mailto:mb@wmu.se)). Candidates will be contacted if they are short-listed.

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited. The President reserves the right to cancel or modify the vacancy, subject to organizational needs and funding availability.

Deadline for Applications: 21 May 2021