

CALL FOR THE RECRUITMENT OF A SECRETARY GENERAL FOR THE MEDCITIES ASSOCIATION

BASES

MedCités Association is a network of cities based in Barcelona that works for sustainable urban development in the Mediterranean. It is made up of ninety-one municipalities and unions of municipalities and implements projects in the areas of strategic planning, urban services and environmental sustainability, as well as training activities, technical support and capitalisation of good practices. The network was created in 1991 and since then it has developed dozens of projects in Mediterranean cities.

PURPOSE OF THE CALL

MedCités Association opens this call whose purpose is the selection and recruitment of a full-time Secretary General empowered by the Board of Directors.

FUNCTIONS

As appointed Chief Executive Officer and legal representative under the supervision of the Board of Directors, the Secretary General manages the association and its General Secretariat including tasks such as:

- To lead the strategic vision of the entity and its planning, the search for and consolidation of strategic alliances and of financing.
- To manage the General Secretariat and to legally and institutionally represent the association, by delegation of the General Assembly and the Board of Directors.
- To strengthen relations with the members of the association in terms of their expectations and opportunities linked to the network and their participation in the administrative bodies.
- To take care of the ordinary management of the association, order payments and authorise documents, minutes and correspondence with the signature.
- To lead relations with the members who host the General Secretariat of the association and the main cooperation actors that support the network's activities.
- To ensure the leadership and proper functioning of the technical team of the General Secretariat, articulating the follow-up with the coordination team.

- To perform any other tasks derived from the statutes of the entity or commissioned by the Board of Directors

The Secretary General shall be accountable to the Board of Directors and, through it, to the General Assembly.

REQUIREMENTS

Essential:

Skills:

- Candidates must have leadership and coordination skills.
- They will be fully committed to the principles of international cooperation.
- They must have diplomatic and negotiation skills and enjoy working in a multicultural environment.
- They must have proven organizational skills and be able to direct and supervise all the operations of the entity with the support of the coordination team.
- They must have a high sense of responsibility and show a strong sense of diplomacy and ethics along with initiative and dynamism.
- Ability to write strategic and operational documents.

Qualifications:

- Strong experience working in and developing an international network Or international organisation.
- Minimum experience of 10 years in topics relevant to the position, including the management of European and cooperation projects, of which at least 5 years in management tasks, with a progressively increasing path of management and coordination responsibilities.
- Minimum experience of 5 years in the Mediterranean region, working with entities and/or institutions on the southern and eastern shores and with regional and international actors.
- Suitable educational background relevant to the position.
- Ability to work independently in the following 3 languages: English, French and Spanish and have at least basic knowledge of Catalan.
- Full availability to travel.

The following would be highly valued:

- Knowledge of the Arabic language.
- Experience in urban projects.
- Experience working with local authorities and/or local government networks.

- Experience in projects for the exchange and transfer of good practices and knowledge.

GENERAL CONDITIONS

- Type of contract: Senior management in accordance with Spanish Royal Decree 1382/1985
- Duration of the contract: 6 years
- Working hours: full-time adaptable to the needs of the service
- Salary: €66,528 per year in 12 payments.
- Date of incorporation: immediate
- Workplace: MedCities Association.
(C/62, 16-18 08040-Barcelona)

SUBMISSION OF APPLICATIONS

Those interested in taking part in this call must send a *curriculum vitae* preceded by a letter of presentation and motivation and accompanied by a document of "Vision Statement and Draft Strategy for the entity".

To guarantee equal opportunities in the selection process, applications must be given in the following format:

- A single document in PDF format with the following order of documents:
 - A first page of a cover letter explaining the motivation and the reasons why you are the best candidate for this call.
 - The document "Vision Statement and Draft Strategy for the entity" of (maximum) 3 pages.
 - The curriculum of (maximum) 3 pages.
- The documents can be submitted in any of the required languages.

SELECTION PROCESS

- Analysis of the CVs to assess whether the candidates meet the requirements and selection of the best valued CVs.
- Interviews with the pre-selected candidates.
- Validation by the Board of Directors of the selected candidate and granting of powers.

The selected person must submit original documents that accredit the merits described in the CV before formalizing the relationship with MedCities.

Applications will be sent by email to board@medcities.org with the subject: **"P2026-01 CALL TO HIRE A SECRETARY GENERAL FOR THE MEDCITIES"**

ASSOCIATION". For any questions or clarifications during the process, you must write through this same email address.

Applications received after date **30 of January of 2026** at 11:59 p.m. will not be accepted.

Applications that do not meet these requirements will not be included in the selection process.

PROCESSING OF PERSONAL DATA

Candidates' personal data will be processed following the provisions of the legislation on the protection of personal data.

The processing of candidates' personal data has the sole purpose of managing the selection process. The Data Controller is the MedCities and/or MedCités Association.

The legal basis for the processing of your data is your consent. The data will not be transferred or transferred without the consent or legal provision of its owners.

The documentation and personal data of the candidate who is selected by the MedCities and/or MedCités Association will become part of their personal file.

For more information on data processing, you can consult our privacy policy on the website of the MedCities Association (<http://www.medcities.org/es/privacy-policy>)

Likewise, we inform you that you can exercise your rights of access, rectification or, deletion, opposition and limitation to the processing of data, in accordance with current legislation, by contacting contact@medcities.org or C/ 62, 16-18 Edifici B Zona Franca 08040 Barcelona.