



Programme Officer

Status

Vacancy #

Organisation International Union for Conservation of Nature (IUCN)

Location: IUCN Programme Office for South-Eastern Europe (SEE), Belgrade, Serbia

Reporting to: IUCN SEE Director

Work percentage: 100%

Function group: P1

Expected start day: 25 October 2013

Type of contract: 1 year, with possible extension

Closing date: 10 October 2013

BACKGROUND

IUCN Programme Office for South-Eastern Europe seeks to recruit an experienced and enthusiastic candidate to join the IUCN SEE team. The successful candidate will contribute to the implementation of the IUCN's Strategy Plan for SEE with particular focus on the implementation of the sustainable ecosystem management strategic priority and the development of a related portfolio of projects and activities.

MAJOR RESPONSIBILITIES

- In accordance with the IUCN Programme 2013-2016 and the IUCN Strategic Plan for SEE assist in programme and project implementation with a specific focus on sustainable ecosystem management.
- Maintain and develop partnerships with IUCN Members and Commissions, governments, institutional partners, and NGOs in the nature conservation sector in SEE.
- Provide support to the IUCN SEE Director and to the day-to-day operations of the IUCN Office for South-Eastern Europe.

SPECIFIC DUTIES

- Manage the project "Toward Strengthened Conservation Planning in South-Eastern Europe", including.
- Provide technical support to the implementation of other projects implemented by IUCN SEE.
- Coordinate the establishment of a regional network of authorities responsible for planning in nature conservation.
- Overall coordination of IUCN SEE's portfolio on sustainable ecosystem management, including partner identification, project development and donor relation.
- Develop and maintain relationships with partners, the IUCN Secretariat and Constituency working on ecosystem management.
- Represent IUCN in national, regional and international forums and initiatives.
- Assist with the management of IUCN events.
- Provide support to portfolio-related communications.

REQUIREMENTS

- Bachelor's degree (or higher) in a subject related to nature conservation and environmental management;
- At least 5 years of experience in a relevant position.
- Experience in the management of technical programmes and projects, including all phases of project design, implementation, financial, monitoring and evaluation, and technical reporting.
- Proven knowledge of, and experience in relevant global and regional nature conservation and environmental management policies, with specific emphasis on sustainable ecosystem management.
- Proven leadership skills, ability to work under pressure and within multi-national environment and different cultures.
- Ability to manage institutional relationships and support multi-stakeholder initiatives.
- Excellent command of written and spoken English is essential. Knowledge of languages spoken in SEE is an asset.
- Ability to cope with varied workload and flexible working hours
- Willingness to travel within the region, sometimes at short notice.
- Full computer literacy.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button.

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).