



Biodiversity Project Officer

Work percentage: 100%

Availability: 1 March 2010

Term: 1 year, with possible extension

IUCN position grading: P1

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

Reporting to: Director for South-Eastern Europe

The International Union for Conservation of Nature in South-Eastern Europe

Created in 1948, the International Union for Conservation of Nature (IUCN) brings together 84 States, 108 government agencies, 800 plus NGOs, and some 11,000 scientists and experts from more than 160 countries in a unique worldwide partnership. The Union's mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. The Union is the world's largest environmental knowledge network and has helped over 75 countries prepare and implement national biodiversity conservation strategies. The Union is a multicultural, multilingual organization with 1,000 staff located in 62 countries. Its headquarters are in Gland, Switzerland.

The Programme Office for South-Eastern Europe (IUCN SEE) was established in June 2004 in the premises of the Institute for Nature Conservation of Serbia, an IUCN member organisation. It serves the IUCN constituency in the region between the EU in the West, CIS in the North-East and Mediterranean Sea in the South. Based on the European Programme Goal to save biodiversity, IUCN-SEE applies the "Conservation without frontiers" - Strategy based on trans-boundary cooperation and integrated biodiversity conservation.

BACKGROUND

The candidate will assume the position of biodiversity project officer for the IUCN Programme Office for South-Eastern Europe. Reporting to the IUCN SEE Director and in close collaboration with other SEE staff and the European Programme Coordinator, he/she will be responsible for the continued development and implementation of the IUCN SEE biodiversity related theme and project portfolio. Special focus will be given to the policies and strategies relating to the conservation of species and habitats, the IUCN Red List of Threatened Species, Natura 2000, transboundary cooperation, and sustainable natural resource management. In addition, the candidate shall support initiatives related to the proper transfer of relevant EU conservation and sustainable development policies into the SEE region.

SPECIFIC FUNCTIONS

- Support the IUCN SEE office's day-to-day operations;
- Contribute to IUCN SEE project portfolio through development, implementation and monitoring of projects and communication with regional partners and donors, with special focus on the activities related to biodiversity conservation;
- Maintain effective communication with the IUCN constituency and partners on a frequent basis and represent IUCN in the SEE region;
- Strengthen membership hub role through maintaining contacts and communication with existing and potential IUCN members in SEE, as well as responsible membership focal points and units within the IUCN Secretariat;
- Assist in IUCN SEE event management and communication on demand.

SPECIFIC RESPONSIBILITIES

- In accordance with the IUCN Pan-European Programme, assist in project identification and elaboration of a portfolio of projects to ensure the articulation of IUCN activities in South-East European countries, specifically focusing the activities on the biodiversity conservation related IUCN programme areas.
- Manage several ongoing projects.
- Act as the IUCN membership Focal Point for South-Eastern Europe;
- Promote synergy through co-operation with member and partner organizations working in the region to develop a comprehensive sub-regional network of protected areas as a basis for the future development of the region.
- Facilitate cooperation with the institutions of the European Union and support the transposition of relevant EU environmental policies into South-Eastern Europe.

REQUIREMENTS

- Advanced degree in environmental or biodiversity relevant discipline.
- Proven project development and management skills.
- Minimum of 3 years of experience in the management of technical programmes and projects in the field of conservation and development, which includes strategic planning, design, monitoring and evaluation, and financial and technical reporting.
- Proven knowledge of and experience in relevant EU and regional conservation policies, with specific regard to Natura 2000.
- Demonstrated experience in the management of natural resources and/or ecosystems in the SEE region.
- Proven leadership skills and ability to work with multi-disciplinary groups.
- Ability to manage institutional relationships.
- Experience in analyzing and preparing technical and financial reports.
- Capacity to work effectively under time pressure and extended hours if required and pre-approved by Director SEE.
- Ability to analyze and systematize information.
- Willingness to travel within the region, sometimes at short notice.
- Fluency in English and preferably one of the languages of the SEE region.
- Computer literacy.

WE OFFER

A challenging and interesting opportunity to work in a dynamic international organization. The IUCN SEE annual gross salary range for a P1 position is EUR 19,700 – 24,600.

Please send your CV, motivation letter and the names and coordinates of 3 referees with the heading: "Biodiversity Project Officer" to see@iucn.org to the attention of the Operations Officer.

The deadline for applications is the 19th of February 2010. Applications submitted after this date will not be considered. Only those candidates who are being pre-selected for an interview will be contacted.