

Project Officer

Job announcement

About Wetlands International European Association

Established in September 2013, the Wetlands International – European Association (Wetlands International Europe) brings together 10 European NGO members, working to raise awareness about wetland ecosystems and to advocate the sustainable use of wetlands for people and nature, in particular by linking science, policy and practice.

Besides our policy work on the transposition, implementation and enforcement of Union policies, we increase the available knowledge on restoration measures cooperating with several partners and networks combining knowledge development with advocacy efforts towards European Institutions and Member States, connecting stakeholders and advocating urgent actions to meet the goals of the EU Water related Directives, in particular the available knowledge on restoration measures.

Wetlands International Europe strives bringing stakeholders together and setting up collaborations to conserve rivers and lakes, developing nature based solutions, raising awareness on freshwater biodiversity to implementing direct action on the ground. We look at cross sectoral approaches linking climate change, biodiversity loss, river ecosystem degradation and societal resilience and we connect them at project, policy and stakeholder level. At the same time, we promote this measure towards river managers, policy makers and international river commissions.

Wetlands International Europe's work won't be possible without its members. Our freshwater work reflects their expertise on river ecosystems and restoration thanks to shared best practices and learned lessons.

The overall purpose of the job

The Project officer will support the technical and financial work of Wetlands International Europe in relation to the development and implementation of projects that will include the complete annual project cycles, contract management and reporting processes.

Responsibilities and tasks

Project proposals development

- Identify new funding opportunities.
- Work with external consultants to develop project proposals.
- Draft project proposals and budgets.
- Ensure that project proposals are pre-reviewed, submitted and followed-up after submission.

Project implementation

- Project financial and technical follow-up, ensuring compliance with donors.
- Preparation and submission of financial/administrative deliverables and financial reports.
- Support in preparation and verification of project contracts and agreements and in the preparation and follow up on invoices and transfer requests.
- Contribute to the completeness and accuracy of documentation for internal and external audits.
- Contribute to project archiving with an eye for continuous improvements.
- Supports management of international consortiums of project partners.
- Contact with projects partners, including guidance on administrative and financial issues.

Working relations

INSIDE Wetlands International Europe:

The Project officer will work under the supervision of the Programme Manager. S/He will work closely with the team members managing different project and with the Project Assistant .

OUTSIDE Wetlands International Europe:

Consultants, contracted partner organizations, donors and any other relevant partners in our wider network. The project officer will also liaise with Wetlands International Global finance and resource development team when needed.

Profile

The Project officer has experience in project management cycles and financial management. S/He is a flexible and focus oriented multi tasker. It is essential that the Project officer pays high attention to details and is reliable with figures and project budgets. S/He is a proactive person that can work as a constructive member of a team with minimum supervision. S/He is an organized and structured person able to prioritize and used to work with tough deadlines. S/He is capable to write clear and consistent reports. S/He is Curious & creative and with a good sense of humour and possesses an understanding of and empathy with the aims and objectives of Wetlands International Europe.

Essential education and experience

- Higher level education or equivalent.
- At least five years of relevant experience in project management especially on budget planning and financial reporting.
- Experience working in EU funded projects will be an advantage.
- Experience working with non-governmental organisations.
- Very good experience of grant coordination and reporting.
- Experience in book keeping would be an advantage.

Core competencies

- An excellent command of written and spoken English. Working knowledge of French or Spanish will be an asset.
- Strong ICT skills.
- Service oriented.
- Excellent organisational skills with attention to detail and accuracy.
- Capacity to work independently and within a team-
- Ability to work in an international, multi-cultural NGO environment.
- Active interest in current environment and development matters.

Other Aspects

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

The Association applies the same terms and conditions of employment as the Wetlands International's Foundation.

Job Offer

- Full-time job, 36 hours per week.

- Salary Gross/ Month Euro 3.233,= bases on a full time contract.
- Contract duration: 8 or 9 months depending on commencement of the contract. If funds are available, an additional two-year contract may be offered.
- Location: **based in Brussels**, (with possible travel to Ede-Wageningen, The Netherlands).
- **Start date: a.s.a.p.**

How to apply

To apply for this vacancy, please send us a resume and an application letter indicating your motivation to Jozefa van der Veen, HR Officer (hr@wetlands.org). Please mark in the subject: "Application – Project Officer". Questions about the vacancy and/or procedure can also be sent to this email address.

Deadline for the application is 22 May 2021.

Interviews will take place also before the deadline.

Only short-listed candidates will be contacted.