



## Conservation Programme Project Officer

<b>Vacancy #:</b>	5486
<b>Unit:</b>	ECARO – Protected Areas
<b>Organization:</b>	International Union for Conservation of Nature (IUCN)
<b>Location:</b>	Regional Office for Eastern Europe and Central Asia, Belgrade, Serbia The position is based in Belgrade, Serbia.
<b>Reporting to:</b>	Senior Conservation Project Officer
<b>Work percentage:</b>	100%
<b>Grade:</b>	P1
<b>Expected start date:</b>	01 February 2021
<b>Type of contract:</b>	Fixed-term (12 months with possibility of renewal)
<b>Closing date:</b>	03 January 2021

### BACKGROUND

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IUCN Regional Office for Eastern Europe and Central Asia (ECARO) is seeking to recruit an experienced and enthusiastic candidate to join the IUCN ECARO team as Conservation Programme Project Officer. The IUCN Regional Office for Eastern Europe and Central Asia (ECARO) promotes IUCN's mission and implements the IUCN Programme with the aim of long-term protection of biodiversity and sustainable use of natural resources in South-Eastern Europe, Eastern Europe, Southern Caucasus, North and Central Asia. It is part of the IUCN Statutory Region East Europe, North and Central Asia.

The primary task of the Conservation Programme Project Officer will be to ensure the high-quality management and coordination of projects under IUCN ECARO Valuing and Conserving Nature Programme, support identification of programme priorities and development of new projects and partnerships. Other tasks will include liaison with IUCN Members and Commissions, and partnership relation with international organisations, institutional partners, research organisations and NGOs. The successful candidate will work under the supervision of the Senior Conservation Project Officer, in close cooperation with the IUCN ECARO Director and IUCN Thematic Programmes.

### JOB DESCRIPTION

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#### GENERAL RESPONSIBILITIES

- Support IUCN's work in Eastern Europe, North and Central Asia with specific emphasis on conservation outcomes under the Valuing and Conserving Nature Programme Area;
- Contribute to the development and management of the regional project portfolio;
- Assist in programme development and identification of project opportunities;
- Manage relationships with IUCN members, commissions, donors, and partners.

#### SPECIFIC DUTIES

- Coordinate and manage projects under the Valuing and Conserving Nature Programme Area in the region, with a focus on conservation planning and benefits;
- Ensure high-quality project planning and reporting, including preparing service contracts, work plans, budgets, and reports and monitoring teams and experts;
- Ensure the long-term impact of projects through timely and quality delivery of project outputs and outcomes;
- Assist in the identification of indicators to monitor and evaluate the socio-economic benefits of conservation activities;
- Develop and manage a network of partner organizations concerned with conservation planning and outcomes;
- Assist in the identification of funding opportunities and development of project proposals with emphasis on conservation outcomes and community engagement;
- Support the communications team in the development of project-related communications material and content;
- Assist in the preparation of and represent IUCN ECARO at events and meetings;
- Support IUCN ECARO day-to-day operations, including logistical services and organization of meetings and events;
- Carry out other relevant tasks on request and agreement with the line manager.

The above list contains the main duties and responsibilities for this position. IUCN ECARO staff members are expected to show flexibility and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description.

## SALARY

The gross annual salary for this position is 28.800 EUR subject to deductions for social security contributions and health insurance, and before tax.

## REQUIREMENTS

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- Bachelor degree (or higher) in environmental sciences;
- At least 5 years of experience in a relevant position;
- Experience in the development and management of all phases of the project management cycle;
- Good knowledge of IUCN standards and tools on conservation planning;
- Good knowledge of global and regional nature conservation policy and priorities;
- Proven leadership skills, ability to work under pressure and within multi-national environment and different cultures;
- Experience in managing institutional relationships and support to multi-stakeholder initiatives;
- Excellent command of written and spoken English. Knowledge of other languages spoken in the region is an asset;
- Ability to cope with a varied workload and flexible working hours;
- Willingness to travel within the region, sometimes at short notice;
- Full computer literacy.

## APPLICATIONS

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

<https://hrms.iucn.org/vacancy/5486>

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). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### **About IUCN**

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

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