



Senior Project Officer, Conservation Action

Vacancy #:	5890
Unit:	ECARO – Protected Areas
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Regional Office for Eastern Europe and Central Asia, Belgrade, Serbia Belgrade, Serbia
Reporting to:	Director, IUCN Eastern Europe and Central Asia Regional Office
Work percentage:	100%
Grade:	P2
Expected start date:	01 May 2022
Type of contract:	Fixed-term (24 months with possibility of renewal)
Closing date:	25 February 2022

BACKGROUND

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 Senior Project Officer, Conservation Action. The successful candidate will work in close cooperation with the IUCN ECARO Director and IUCN Programme Centres, and will be responsible for the coordination and management of projects under the Conservation Action programme area in Eastern Europe and Central Asia with a primary focus on conservation outcomes. The tasks of the Senior Conservation Action Project Officer will also include priority setting for programme development, donor and partner relationship, people management, and liaison with IUCN Programme Centres, Members, Commissions, and partners.

JOB DESCRIPTION

MAJOR RESPONSIBILITIES

- Overall responsibility for project planning, coordination, management, and reporting;
- Effective people management;
- Support the development and coordination of the IUCN ECARO Conservation Action programme area;
- Strategic planning, identification of programme priorities and project development opportunities;
- Development of high quality projects in coordination with IUCN Programme Centres, members and partners;
- Liaison with partners and representation.

SPECIFIC DUTIES

- Oversee and coordinate the implementation of the IUCN ECARO project portfolio related to conservation outcomes;
- Ensure high quality project management and reporting, including preparation of work plans, technical and financial reports, partnership agreements and service contracts;
- Prepare and monitor annual work plans and project budgets, ensuring timely and quality implementation of projects;
- Ensure that project-related entries on the Project Portal are accurate and up-to-date;
- Oversee and manage staff, including preparing ToR, work plans, and undertaking annual performance appraisals;
- Ensure proper dissemination and uptake of IUCN knowledge tools and standards on conservation outcomes in the region;
- Keep the IUCN ECARO Director up-to-date on programme priorities and project development opportunities;
- Liaise with IUCN Members, Commissions, donors and partners on project identification and formulation;
- Lead the development of a portfolio of thematically-aligned projects;
- With support of the communications team, ensure the appropriate communication and visibility of programme activities and results;
- Represent IUCN ECARO at global, regional and national 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 34.680 EUR subject to deductions for social security contributions and health insurance, and before tax.

REQUIREMENTS

- Master's degree (or higher) in a subject related to the field of environment;
- Minimum of 10 years of professional experience in the field of nature conservation of which 5 years in international setting;
- Strategic thinking and planning skills;
- Proven experience in coordination and management of international projects and delivery of high-quality results;
- Excellent knowledge of global conservation standards and IUCN knowledge products;
- Work experience in Eastern Europe, North and Central Asia;
- Ability to work in a multicultural environment and coordinate multi-disciplinary teams and initiatives;
- Experience in working with governments, expert networks and civil society;
- Capacity to work effectively under time pressure and during extended hours if required;
- Willingness to travel within the region, sometimes at short notice;
- Excellent command of English and other languages spoken in the region;
- Computer literacy in MS Office packages;
- Excellent organizational and networking skills;
- Team-oriented attitude and ability to work independently.

APPLICATIONS

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/5890>

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/>

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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