

REQUEST FOR APPLICATIONS

Position: Balkans Regional Projects Coordinator

Management and Engineering Technologies International, Inc. (METI) in support of the US Forest Service International Programs office (USFS/IP) is recruiting a Balkans Regional Projects Coordinator to support USFS/IP work in the Balkans region through in-country project coordination, relationship building, and implementation of technical assistance activities. The consultant will work closely with the USFS/IP Balkans Program Manager.

OVERVIEW

USFS/ IP collaborates with local non-governmental organizations (NGOs), government agencies, and other partners on natural resource issues throughout Eastern Europe and the Balkans, including Albania, Belarus, Bosnia and Herzegovina, Kosovo, North Macedonia, Serbia, and Ukraine. Much of the work involves capacity building and consultations through the utilization of U.S. Forest Service technical specialists in various natural resource topics. Topics the USFS is currently working on in the region include wildfire training, illegal logging, and watershed and flood management to reduce disaster risk and support nature-based solutions as relates to wildfires, floods, drought, lives, and livelihoods. This program also supports a virtual learning management system in a variety of natural resource management and policy learning efforts. The U.S. Forest Service will continue many of the existing partnerships and projects with U.S. government (USG), NGO, and local government actors in the region and will explore opportunities for new partnerships and engagement. USFS/IP strives to carry out effective programs, adapt to changing political and environmental conditions, and ensure gender equity in many of these roles which have historically been held by men.

In order to implement effective programs and to ensure sustainable momentum in our cooperation abroad, the Russia, Europe & Eurasia program seeks to hire an experienced consultant to conduct on the ground project coordination, partner communication, relationship building, and facilitation and logistical support for in-country activities on emergency management and wildfire and other topics as programs develop.

POSITION DESCRIPTION

Overall responsibilities of the Balkans Regional Projects Coordinator include:

- Serve as the local point of contact for project activities and cultivate strong working relationships. Maintain close communication with USG partners, local government partners, partner NGOs, and other counterparts in the region to ensure that USG assistance is meeting needs and expectations;
- Manage and provide oversight for the effective implementation of emergency management and wildfire activities in coordination with the USFS/IP Program Manager;
- Manage and provide oversight for the effective implementation of nature-based solution activities in coordination with the USFS/IP Program Manager;
- Coordinate in-country technical visits, workshops, and trainings, including arranging meetings, identifying workshop/training participants, preparing and sending invitations, arranging venues, assisting with language translation, arranging participant travel, and other logistics;

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- Work closely with visiting USG experts to provide input on the most appropriate technical assistance, orient them to the country or regional context, and introduce them to counterparts;
- Document technical activities through record-keeping, photographs, and other means;
- Assist in preparing reports and public outreach products regarding USFS activities in the region;
- Stay informed of relevant donor, NGO, and government work in the region to identify and develop further cooperation opportunities;
- Contribute to ongoing U.S. Forest Service work planning processes, including providing recommendations for follow-on technical assistance;
- Communicate regularly with the USFS/IP Balkans Program Manager to ensure programs align with both USG priorities and in-country needs and realities, and participate in team-wide efforts as appropriate;
- Other duties as assigned

QUALIFICATIONS

The ideal candidate will have the following qualifications:

- Minimum of five years of work experience managing projects in the Balkans;
- Minimum of an undergraduate degree in one of the following: natural sciences or environmental management, government/law, emergency management / response, or business; graduate degree preferred;
- Knowledge of water, forestry, agricultural policy, emergency management, wildfire, and/or protected areas policy;
- Demonstrated leadership and management skills, capable of executing complex tasks with minimal supervision over an extended timeline;
- Ability to work in a dynamic environment with local government agencies, US government agencies, international donors, NGOs, community groups, and other stakeholders
- Ability to think critically and synthetically across fields and topics related to sustainable development and climate change in the country context;
- Demonstrated capacity to plan, organize, and prioritize multiple tasks to ensure their efficient and timely accomplishment;
- Required computer proficiencies: Microsoft Office products and video meeting platforms; preferred proficiency in online learning management platforms
- Language skills: Fluency (written, spoken) in English; Fluency (written, spoken) in one or more regional language(s)

OVERSIGHT AND REPORTING

PERIOD OF PERFORMANCE: 9/1/2022 – 9/30/2023; One year with a possibility of extension

LOCATION OF WORK: The position may be located wherever the USFS/IP Program Manager and the consultant agree is most beneficial for all parties, including the consultant's home/office with regular travel in country, regionally or international as needed.

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COMPENSATION: Commensurate with experience and qualifications

TIMELINE: Apply by July 18th, 2022

APPLICATION: INTERESTED APPLICANTS CAN APPLY AT THIS

LINK: [HTTPS://JOBS.LOCALJOBNETWORK.COM/J/68088259](https://jobs.localjobnetwork.com/j/68088259) AND CAN REACH OUT TO ALLISON SARACINA WITH ANY QUESTIONS AT ASARACINA@METICORP.COM
