



WWF Adria  
Zelinska 2  
10 000 Zagreb  
Croatia

Tel: +385 1 5509 623  
Fax: +385 1 4577 229  
[adria.panda.org](http://adria.panda.org)

## JOB DESCRIPTION

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Position title:</b> | Project Officer                      |
| <b>Reports to:</b>     | WWF Adria Wildlife Programme Manager |
| <b>Location:</b>       | Belgrade, Serbia                     |
| <b>Starting:</b>       | November 2019                        |

WWF is one of the world's leading non-governmental and non-profit organizations for nature conservation. WWF has been established in 1961, and has representative offices in over 100 countries across the globe and approximately 6200 employees. The organization is proud of its supporters of over five million people.

WWF Adria is representing WWF within the countries of ex-Yugoslavia and Albania with approximately 50 staff and consultants. It is operating through a WWF Adria office in Zagreb (Croatia), WWF Adria-Serbia office in Belgrade, and partner organizations and consultants within the rest of the region.

### I. Project description

Sturgeons are the most endangered fish worldwide, with few natural habitats left for them to call home. In the EU one of the very few regions still holding viable, naturally-reproducing sturgeon populations is in the Lower Danube and North-Western Black Sea.

During the project period (October 2016 – December 2020), LIFE FOR DANUBE STURGEONS project aims to stop the threat to highly endangered sturgeons in the Lower Danube caused by illegal fishing and trade. The project's planned activities intend to achieve significant improvement in sturgeon species status by capacity building and law enforcement; socio-economic measures in support of sturgeon conservation; and raising public awareness.

In the context of this project, WWF contribute to halting and reversing losses in the EU and worldwide, specifically adding to the EU Strategy for the Danube Region as well as to the program for the protection of Danube sturgeons "Sturgeon 2020".

WWF works with fishing communities, young people, law enforcement authorities, retailers offering sturgeon meat or caviar.

### II. Major Functions

1. Implements project activities according to project and programme work-plans;
2. Supports monitoring and reporting at the programme level;
3. Support alignment of WWF Adria wildlife programme with: a) the WWF Network Sturgeon Strategy, the EU Strategy for the Danube Region, and "Sturgeon 2020" fostering sturgeon conservation to ensure viable populations of sturgeon and other indigenous fish species by 2020; and b) Wildlife Crime community of practice, c) Freshwater programme;



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4. Supports Wildlife program manager in building partnerships and managing relationships with stakeholders;
5. Supports fundraising for WWF Adria wildlife programme in accordance with WWF Adria conservation strategy (focusing on sturgeon's priorities).

### III. Major Duties and Responsibilities

- Implement the project LIFE FOR DANUBE STURGEONS (“Sustainable protection of lower Danube sturgeons by preventing and counteracting poaching and illegal wildlife trade”):
  - Implementation of activities on the regional level, reporting and regular communication with project partners, participates at meetings, seminars and workshops, when needed;
  - Implement activities in Serbia:
    - Engage and regularly communicate with relevant institutional stakeholders, national and local law enforcement authorities through regular meetings and newsletters, advocating for enhancements of standards and environmental procedures;
    - Enhancing capacity of law enforcement agencies to fight sturgeon poaching and illegal trade, supporting development of information material, organising and conducting training courses and study visits, participation in working groups or events;
    - Follow up market survey on sturgeon products analysis results and engage with CSOs and private sector linked to sturgeon market;
    - Support project team for continuing stakeholder analysis, update stakeholder database, and track record of key interactions with decision-makers in WWF Adria CiviCRM system;
    - Supporting the communication officer with technical advice in development of information material and distribution;
    - Supporting preparation of project reports together with the project team;
    - Provide efficient overall administrative support to project team.
- Share good cases on natureforpeople.org (N4P) platform and with WWF network;
- Seek and use opportunities to continue, upscale and replicate relevant elements of the project “Sustainable protection of lower Danube sturgeons by preventing and counteracting poaching and illegal wildlife trade”. These opportunities include project relevant policy work, fundraising, outreach to less traditional partners (e.g. tourism, water management, hydropower operators/energy companies, and navigation), linking and upscaling through various WWF initiatives.

### IV. Profile

#### Required Qualifications

- University degree in in the broad area of environmental science, natural resources science, environmental law or related fields;
- At least 2 years of relevant experience environmental science, natural resources science, environmental policy or related fields;



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- Fluent oral and written Serbian/Bosnian/Croatian/Montenegrin and very good English communication skills are required;
- Experience in formal communication with authorities/institutions (national and international).

**Required Skills and Competencies**

- Basic knowledge of Monitoring & Evaluation systems at the project and programme level and project administration (budgeting, administration procedures);
- Basic knowledge of the geography, societies, economies, politics and pertinent issues of conservation and development within the project and programme’s scope;
- Basic knowledge of protected areas and natural resource management cycles in Serbia;
- A good level of computer literacy, especially word-processing, budget and spreadsheet preparation, database record systems, electronic mail;
- Good organizational, administrative, multitasking and prioritization skills;
- Good inter-personal and organizational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion.
- Good team work skills;
- An ability to work under pressure and meet deadlines;
- Diplomacy and ability to deal with a variety of situations and confidential issues;
- Understanding and applying WWF social and environmental safeguards.

**V. Working Relationships**

**Internal** - Works closely with WWF Adria Wildlife Team in implementing project work-plan and other programs and office managers, with administration on project budgeting, contracting, monitoring of project spending, financial reporting; and interacts with WWF Adria staff at all levels.

**External** - Interacts with project and programme partners within the collaborative external context.

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.

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To apply for this position, please send your CV in English, a motivation letter and list of two references with contacts by e-mail titled “Life for Danube Sturgeons Project officer vacancy application” to [astefan@wwfadria.org](mailto:astefan@wwfadria.org) by **Oct 18<sup>th</sup> 2019 at noon**. Only candidates selected for interviews will be contacted.