

## JOB DESCRIPTION

<b>Position title:</b>	<b>WWF Adria-Serbia Project Officer (conservation)</b>
<b>Reports to:</b>	Climate Pact for Impact Project Manager
<b>Location:</b>	Belgrade, Serbia
<b>Starting:</b>	December 2019
<b>Engagement:</b>	100% staff time

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. 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 “Climate Pact for Impact” description

The project “Climate Pact for Impact” has been designed to connect various parts of society, sectors, knowledge platforms and know-hows. An intervention logic has been conceptualized in order to achieve the project goal. It includes the following components:

1) education, 2) awareness, 3) collaboration and partnerships with the business community.

Climate change is a rapidly growing threat for society and ecosystems at large. Future climate change is a serious risk to poverty reduction and through its impacts on the environment and social and economic well-being could critically undermine efforts for building resilient community and natural ecosystems in Serbia. In Serbia people have a low-level of understanding of the climate change topics and this lack of public awareness is translating to low levels of public pressure to ensure that natural resources are used sustainably, and climate change impacts are considered properly. Major obstacles for the development of participatory climate change programs are the lack of institutional awareness, willingness or coordination, as well as human capacity and funding opportunities.

Therefore, this project will focus on education, raising public awareness and capacity building about climate change, and the importance of considering both mitigation and adaptation in decision-making for the long-term sustainable development of the society. Key issue to address is to increase understanding and enable the public to participate in initiatives and activities aimed at adapting to climate change.

Project implementation period is December 2019 – December 2021.

### II. Major Functions:

- Lead education activities in Serbia within the project “Climate Pact for Impact” for youth engagement;

- Implements project activities according to workplan;
- Supports project monitoring and reporting;
- Maintains and develops partnerships and stakeholder engagement according to workplan;
- Supports fundraising in accordance with WWF Adria conservation strategy (focusing on climate change priorities).

### III. Scope of duties:

- Implementation of the project “Climate Pact for Impact”:
  - ❖ Lead development of education programs and materials;
  - ❖ Engage and regularly communicate with relevant stakeholders;
  - ❖ Coordinate organization of Training of Trainers how to use online courses and develop engagement tools for school kids for national educators;
  - ❖ Organization of courses on Climate Change Education for Sustainable Development for teachers;
  - ❖ Support organization of Children’s Designathons by KIDHub – raising awareness of school kids;
  - ❖ Support organization of two conferences about climate change to engage scientific and entrepreneurial communities;
  - ❖ Provide assistance (technical input) in the preparation of communication material for project officer (communication);
  - ❖ Promote education programs on Climate Change towards schools and other stakeholders at various events;
  - ❖ Participate in budgetary and administrative tasks (e.g. relationship with suppliers, reporting);
  - ❖ Work on detail workplan together and in coordination with project management team;
  - ❖ Follows relevant events and potentially attends them in accordance with the project's needs;
  - ❖ Share good cases within the WWF Climate & Energy Practice team and with WWF network;
  - ❖ Seek and use opportunities to continue, upscale and replicate relevant education elements of the project “Climate Pact for Impact”.

#### **IV. Profile:**

##### **Required Qualifications:**

- University degree in in the broad area of environmental science, social science, education, environmental law or related fields;
- At least 4 years of relevant experience in education, environmental science, social science, environmental policy or related fields;
- Experience in formal communication with authorities/institutions (national and international) will be an asset.

##### **Skills and Competencies:**

- Very good pedagogical skills, relationship management, interpersonal communication and presentation skills;
- Good organizational, administrative, multitasking and prioritization skills;
- A good level of computer literacy, basic knowledge of M&E systems at the project level and project administration (budgeting, administration procedures);
- Fluent oral and written Serbian and very good command of oral and written English are required;
- Creative thinking and ability to take initiative;
- Good teamwork skills;
- Basic knowledge of the geography, societies, economies, politics and pertinent issues of climate change within the project's scope;
- Good interpersonal and organizational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion;
- An ability to work under pressure and meet deadlines;
- Understanding and applying WWF social and environmental safeguards.

##### **Working relationships:**

**Internal** – Works closely with the project team in implementing project work-plan, collaborates with WWF Adria-Serbia administration, collaborates and interacts with WWF Adria staff at all levels.

**External** – Interacts with project 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.

**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 “Climate Pact for Impact Project officer (conservation) vacancy application” to [serbia@wwfadria.org](mailto:serbia@wwfadria.org) by November 18<sup>th</sup> 2019 at noon. Only candidates selected for interviews will be contacted.**