

Opening of a Position for a Programme and Project Officer at the ACCOBAMS Secretariat - Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area - in Monaco

Job offer valid from 6/10/2023 to 31/12/2023 (included)

1. Identification of the Position

Program & Project Officer at the ACCOBAMS Secretariat.

2. Place of work

The position is located within the ACCOBAMS Secretariat, hosted by the Principality of Monaco.

3. Type of contract

An initial 6-month full-time fixed-term contract (renewable once), and a possible subsequent permanent contract.

The possibility of partial working from home is envisaged.

4. Planned start date: 1 February 2024.

5. Remuneration:

Gross monthly salary: 2 500 euros plus 13th month.

Free housing provided by the Government of the Principality of Monaco.

6. Position in the organization and hierarchical superior

The Program & Project Officer reports directly to the ACCOBAMS Executive Secretary.

7. Job description

Under the supervision and responsibility of the Executive Secretary, the Program & Project Officer **is primarily responsible for managing and monitoring projects:**

- Management of projects in which ACCOBAMS is involved;
- Preparation of project proposals and monitoring of projects in which ACCOBAMS is involved, including implementation and coordination of planned activities, and drafting of financial and activity monitoring reports;
- Drafting and presenting documents at institutional meetings of ACCOBAMS subsidiary bodies;
- Participation in meetings concerning ACCOBAMS, including abroad.

In particular, and within the limits of the Executive Secretary's delegation of authority, the Program & Projects Officer **will also be responsible for the themes assigned to him/her**, and notably for the:

- Implementation of the ACCOBAMS Work Programme activities, their follow-up and coordination with subsidiary bodies of the Agreement, ensuring the timely delivery of expected outputs;

- Liaison with sub-regional coordination units;
- Preparation of meeting documents for ACCOBAMS subsidiary bodies, as well as meeting reports;
- Preparation of budget estimates and funding proposals for the various activities he/she is responsible for;
- Preparation of projects calls under the ACCOBAMS Additional Conservation Fund, ensuring progress monitoring and product delivery;
- Organisation of meetings and workshops, including logistical arrangements, liaison with experts and participants, and respective written reports.

8. Conditions and eligibility criteria

- **Clean criminal record;**
- **Level of education:** Advanced university degree (Master's or equivalent) in environmental studies, biology or specialisation in related fields;
- At least 5 years of **professional experience** in marine environmental conservation and project management;
- **Willingness** to regularly travel for work, particularly to meetings and events in ACCOBAMS Parties;
- **Ability to work in a team and to collaborate** with the other members of the ACCOBAMS Secretariat;
- Fluent written and spoken **English and French;**
- **Skills required:**
Responsibility and autonomy to ensure the management of projects under his/her responsibility, while respecting the activity deadlines and budgets;
Easy and efficient interaction, team spirit, collaboration and sharing;
Ability to work in an international multicultural environment;
Well-organized, conscientious, efficient and dedicated.

9. Deadline and contact for submission of applications

Applications should be sent by e-mail to the attention of the ACCOBAMS Executive Secretary - ssalvador@accobams.net - before **31/12/2023**.

The application must include a detailed CV, as well as documents on training and professional experience of the candidate as required in this job offer.