

JOB OPENING

Two positions of Programme and Projects Officer

ACCOBAMS Secretariat - Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area - located in Monaco

Job offer valid from 7/11/2025 to 15/12/2025 included

1. Job identification

Program & Projects Officer at the ACCOBAMS Secretariat

2. Place of work

The positions are based at the ACCOBAMS Secretariat, hosted by the Principality of Monaco.

3. Type of contract

Full-time, fixed-term contracts of 1 year (renewable once), with the possibility of becoming permanent. Partial remote work (teleworking) is possible.

4. Planned start date: 1st February 2026

5. Remuneration:

- **Gross monthly salary:** between 2 300€ and 2 500€, paid 13 times per year.
- **Official accommodation:** in municipalities neighbouring the Principality, provided by the Government of Monaco.

6. Position in the organization and hierarchical superior

Program & Project Officers report directly to the ACCOBAMS Executive Secretary.

7. Job description

Under the supervision and responsibility of the Executive Secretary, **Program & Project Officers** are primarily responsible for:

- **Implementing** activities planned in the Work Programme adopted by ACCOBAMS Parties.
- **Managing and monitoring** projects in which ACCOBAMS is involved.

Main responsibilities:

- Develop project proposals and ensure their follow-up, including drafting activity and progress reports;
- Prepare documents and present them for meetings of the Agreement's subsidiary bodies;
- Participate in meetings related to ACCOBAMS, including international ones;
- Liaise with sub-regional coordination units;
- Prepare budget estimates and funding proposals for various activities;
- Prepare and manage calls for projects under the ACCOBAMS Additional Conservation Fund, ensuring progress monitoring and delivery of expected products;
- Organise meetings and workshops (logistics, coordination with experts and participants) and draft corresponding reports.

Specificities of the two Positions

- **Position 1:** Managing and monitoring the second edition of the **ACCOBAMS Survey Initiative (ASI-II)**, in close collaboration with the scientific coordinator.
- **Position 2:** Implementation of the **ACCOBAMS communication strategy**.

8. Conditions and eligibility criteria

- **Clean criminal record;**
- **Level of education:** advanced university degree (Masters or equivalent) in environmental studies, biology, related fields or political science with an environmental focus;
- **Experience:** minimum 5 years in marine environmental conservation and project management; additional experience in communication may be considered an asset. **Junior profiles may be considered depending on their background and internships.**
- **Mobility:** availability for frequent travel abroad, especially in ACCOBAMS Party countries;
- **Languages:** proficiency in written and spoken French and English;
- **Key Skills:**
 - autonomy and responsibility in managing activities, ensuring deadlines and budgets are consistently met.;
 - excellent interpersonal skills, team spirit, and collaboration;
 - ability to work in an international and multicultural environment;
 - organisation, rigor, efficiency, and commitment.

9. Deadline and contact for submission of applications

Applications should be sent by email to the attention of the ACCOBAMS Executive Secretary – msalivas@accobams.net – by no later than **15/12/2025**.

Candidates must **clearly indicate the position/s applied for** in the subject or body of the message:

- **Position 1: ASI-II**
- **Position 2: Communication**

Applications must include:

- **a cover letter;**
- **a detailed CV;**
- **supporting documents** relating to the education and professional experience mentioned in this offer.