



CEEweb for Biodiversity

**Széher út 40. 1021 Budapest,
Hungary Phone: +36 1 398 0135 Fax:
+36 1 398 0136**

**office@ceeweb.org
www.ceeweb.org**

CEEweb for Biodiversity is looking for a

Project Officer

CEEweb for Biodiversity is a network of non-governmental organizations in the Central and Eastern European region. Our mission is the conservation of biodiversity through the promotion of sustainable development.

We are looking for a highly motivated individual to coordinate the [INSiGHTS](#) (Integrated Slow, Green and Healthy Tourism Strategies) Interreg project, which addresses the need for a more effective coordination of sustainable tourism development in the Danube region.

Tasks of the Project Officer:

- Coordination of thematic, administrative and financial tasks
- Preparation of thematic deliverables and publications in collaboration with the external expert
- Preparation of communication materials (articles, posts for social media)
- Coordination and communication with project partners
- Consultation about project progress and finances with the control authority
- Coordination of project finances in close collaboration with the financial officer
- Preparation of narrative and financial reports
- Coordination and administration of tenders and contracts
- Presentation of project tasks and progress at thematic project meetings
- Representation of CEEweb and the INSiGHTS project at relevant events (conferences, seminars, meetings related to sustainable tourism)
- Fundraising activities related to the topic
- Other administrative tasks related to office management and event organization

Requirements of the position:

- At least a bachelor's degree and 1-3 years of relevant work experience related to the field of sustainable development
- Excellent written and spoken communications skills

- Excellent written and verbal skills of English (further knowledge of Hungarian is an advantage)
- Computer skills (MS Office, Outlook)
- Excellent problem-solving skills
- Creative, effective and result-oriented contribution to the work of CEEweb and the project team
- Ability to multitask
- Positive attitude towards contributing to and improving the organization's work
- Commitment to nature and environment protection

The following will be considered a strong asset:

- Knowledge of Hungarian language
- Working experience in an NGO
- Prior knowledge and/or experience in the field of sustainable development, especially sustainable tourism

Location: Budapest, Hungary

Working hours: 40 hours per week (full time)

Application requirements:

- CV in English
- Motivational letter
- Information about salary expectation

How to apply:

Applications should be sent via e-mail to office@ceeweb.org with the subject "Project Officer"

Deadline: 9 February 2018

More information: www.ceeweb.org, phone: +36-1-398-0135

The applicants will be evaluated on the basis of the submitted applications and interview(s).

Provisional date of interviews: 12-16 February 2018

Expected starting date of employment: End of February/beginning of March 2018

Please note that only the applicants selected for personal interview will receive written notification!