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!