

CEEWeb for Biodiversity

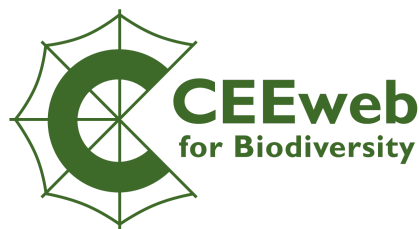
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CEEweb for Biodiversity announces a call for **SECRETARY GENERAL** position

CEEweb is an international network of non-governmental organizations active in biodiversity conservation in the Central and Eastern European region. Our mission is to preserve biodiversity through the promotion of sustainable development. Our organization operates as a non-profit association registered in Hungary.

The duties of the Secretary-General:

The main task of the Secretary-General is to manage CEEweb's activities, to ensure the stable realization of the CEEweb mission, and to oversee the preparation and implementation of the annual work program in order to implement the CEEweb mission and decisions taken by the General Assembly and the Board.

Coordination tasks

- Coordination of the elaboration of the annual work program, supervision and coordination of implementation from the personal, administrative and financial point of view
- Managing and supervision of the work of the policy, communication and administrative staff members, helping overall satisfaction, exercising the employer's rights over the employees of the office
- Providing and supervising the operation of the office
- Supervision of administrative and financial tasks
- Financial planning and management of the organization, coordination and involvement in fundraising

Tasks related to information and the CEEweb network

- CEEweb representation at domestic and international meetings
- Presidency meetings, preparation, convocation of meetings, decision making, information about them
- Keep in touch with member organizations, partners and donors
- Supervision of the preparation and submission of statutory reports
- Monitoring the communication activities of CEEweb

Expectations

- Higher education
- At least 5 years of professional and managerial experience
- At least 2 years of leadership experience
- The mother tongue or the high level of knowledge and practice of the Hungarian language
- A high level of knowledge and practice in English (spoken and written)
- Excellent management, communication, organizer and problem solving skills

Additional advantages of candidates

Many years of experience in the field of international nature conservation and established active network of contacts, nature conservation work and further knowledge of foreign languages (from CEE region in particular). Work experience with a civil organization, knowledge of the nature conservation sector.

Proven track records on managing an office with at least 5 staff members on the implementation of international projects.

Why work at CEEweb?

- Participating in an international, dynamic, proactive organization as a member of a dedicated team for the purpose of protecting nature
- Participation in the development of innovative communication and professional solutions
- A high level of participation in policy and the enforcement of conservation interests at European level
- Cooperation with the largest national, regional and European nature conservation organizations
- Pleasant working environment, flexible working hours

The application must include following documents in English:

- detailed CV
- motivational letter
- references to professional and managerial experience
- designation of two reference persons by contact
- the designation of the payment expectations

Applications will be judged on the basis of written applications and personal meetings, and the parties will receive a written notice of the result.

Applications should be send in English by e-mail to office@ceeweb.org

Application Deadline: April 15, 2018

The foreseeable date of personal hearings is the second half of April

Start of work: Immediately

Please note that we are able to provide feedback only to the candidates who enter the second stage of recruitment procedure.