



CEEWeb for Biodiversity
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CEEweb for Biodiversity is looking for a full-time
‘Biodiversity Policy 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. CEEweb is a registered public benefit organisation in Hungary.

We are looking for a candidate who is/has:

- Committed to nature protection;
- Excellent communication skills;
- Proactive and with initiating personality;
- A team-player, while also able to carry out tasks on his/her own;
- Hard-working; and
- Ready to travel to other countries in Europe if required.

Professional tasks:

- Coordinating CEEweb’s policy work related to Natura 2000, green infrastructure and the Water Framework Directive, which includes:
 - Tracking and monitoring the related policy processes in the EU;
 - Preparing and contributing to professional materials, such as policy recommendations, reports and position papers;
 - Representing CEEweb’s views at national and international events, conferences and workshops, and lobby meetings with EU member states; and
 - Organising and facilitating workshops and working group meetings.
- Preparing and writing applications (project proposals).
- Projects’ implementation.
- Communicating with CEEweb’s member and partner organisations on institutional related topics.

Requirements of the position:

- Proficient English user.
- Higher degree in a relevant field.
- At least 3 years of relevant work experience.
- User-level computer skills (Windows, Office).

Location: Budapest, Hungary

What CEWeb offers:

- Experience in the field of national and international nature protection; relevant scientific experiences;
- Good working environment;
- Active participation in exploring the drivers behind biodiversity loss and in developing solutions to eliminate them; and
- A competitive salary within the Hungarian non-profit sector.

Application requirements:

- Detailed CV in English
- Motivation letter in English
- Contacts of at least two reference persons who can prove the required work expertise and background
- Salary expectations

How to apply

Applications should be sent via e-mail to:
Ms Viktória Selmeczy, e-mail: office@ceeweb.org

More information:
Telephone: (+36): 1-398-0135

Website: www.ceeweb.org.

The applicants will be evaluated based on their CVs and on virtual and personal meetings.

Deadline: 9th November 2018.

Provisioned date of personal interviews: First round: mid-November. Second round: end of November.

Expected date of employment: at the earliest convenience.

Please note that only the persons selected for an interview will receive a written notification!