



CEEweb for Biodiversity
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CEEweb for Biodiversity is looking for a full-time employee as

Biodiversity Policy Expert

CEEweb for Biodiversity is a network of environmental non-governmental organisations in the Central and Eastern European region. Our mission is to work for the conservation of biodiversity through the promotion of sustainable development. CEEweb is a registered public benefit organisation in Hungary.

The best candidate is/has:

- Committed to nature protection.
- Excellent knowledge on biodiversity-related environmental policies.
- Advanced knowledge and former work experience related to the Birds and Habitats Directives (Natura 2000 network), including management, data gathering and evaluation, reporting, etc.
- Experience in project management and/or coordination.
- Former experience in an international environment.
- Eager to learn and develop new skills.
- Proactive, initiating personality.
- Team-player who is also able to carry out tasks on his/her own.
- Adaptative.
- Hard-working and flexible person.
- Reliable.
- Ready to travel to other countries in Europe, if required.

Professional tasks:

- Coordinating CEEweb's activities related to the Natura 2000 Biogeographical Process:
 - Participating in regular meetings (online and in-person), both on the strategic planning of the work with the consortium partners and on biogeographic region-specific seminars and networking events.
 - Preparing and organising thematic meetings (online and in-person) and facilitating discussions.
 - Preparing background materials and reports, as required.
 - Keep contact with consortium and relevant stakeholders.

- Coordinating CEEweb's national and international programmes on biodiversity and water protection, including:
 - Preparing and contributing to professional materials, such as policy recommendations, reports, position papers.
 - Representing CEEweb's views at national and international events, conferences and workshops, and lobby meetings with the EU and member states.
 - Organising and facilitating workshops and working group meetings.
- Tracking and monitoring the biodiversity and water protection related policy processes in the EU.
- Preparing and writing applications (i.e. project proposals); implementing projects.
- Informing the members and donors of CEEweb about biodiversity and water protection related scientific and policy processes, as well as about CEEweb's work in these areas.
- Communicate with the member and partner organisations of CEEweb.

Requirements of the position:

- Proficient English user; knowledge of another EU language (independent user) is an asset.
- University degree in a relevant field (e.g. environmental sciences)
- At least 5 years of relevant work experience (preferably in nature conservation)
- User-level computer skills (e.g. Windows, Office)
- EU citizen (or having the permission to work/live in Hungary)

Location: Budapest, Hungary (regular but not permanent home office is an option)

What CEEweb can offer:

- Experience in the field of national and international nature protection (relevant scientific and policy experience).
- Good, friendly working environment.
- Active participation in exploring the drivers behind biodiversity loss and in developing solutions to eliminate them.
- Competitive salary within the Hungarian non-profit sector — salary range 450 000 – 520 000 HUF (gross), based on experience.

Application requirements:

- Detailed CV in English
- Contacts of at least two references who can prove the required work experience.

How to apply

Applications should be sent via e-mail to:

Csaba Mezei, General secretary, e-mail: mezei@ceeweb.org

More information:

Telephone: (+36): 1-398-0135 and www.ceeweb.org.

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

Deadline: 10 February 2021

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

Expected date of employment: at the earliest convenience.

Please note that only the persons selected for a personal meeting will receive a written notification!