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**Project Support Officer,
Temporary position (6 months)**

The Common Wadden Sea Secretariat (CWSS) in Wilhelmshaven, Germany, is the Secretariat of the Trilateral Wadden Sea Cooperation (the Danish, Dutch, German cooperation at government level for the protection of the Wadden Sea, TWSC) and the coordinating hub for the Wadden Sea World Heritage. The Secretariat is located in Wilhelmshaven, Germany. The working language is English.

CWSS is seeking to recruit, as soon as possible, a

**Project Support Officer (m/f/d) for the
Climate-resilient East Atlantic Flyway project**

For decades the CWSS has played an important role in facilitating the implementation of a consistent monitoring scheme for breeding and migratory birds in the Wadden Sea. More recently, with the adoption of the Wadden Sea Flyway Vision and the launch of the Wadden Sea Flyway Initiative (2012), the CWSS is becoming more and more active on the international flyway level.

In collaboration with international and national partners from along the East Atlantic Flyway, the CWSS is currently preparing a large-scale funding proposal for the International Climate Initiative of the German government (8 years, to be implemented in ~5 countries along the African Atlantic coastline) to address the threats faced by migratory waterbirds. The aim is to find solutions that incorporate the needs of biodiversity, ecosystem services and people into climate adaptation responses at sites along the African coastline that are of international importance for migratory birds. During a 6-month preparation phase, the project will be developed in more detail to ensure that the planned activities are directly related to local conditions, are sustainable and contribute to the establishment of a climate-resilient flyway.

For the 6-month preparation phase, starting in May 2023, we are offering a temporary full-time position to assist with the overall management of the project's preparation phase. The position offers appealing insights into a broad range of partnerships and interaction with a large number of diverse stakeholder organisations and -networks across the Wadden Sea region and Africa, while being engaged in the topic of climate change, one of the major challenges the world is facing today.

The CWSS itself offers a diverse and dynamic working environment, covering many work fields in a trilateral political-management setting, with a dedicated international staff. The office itself is located at the border of the seaside in the city of Wilhelmshaven. While much of the work can be done remotely, it is expected that the candidate would spend at least one week per month in the office in Wilhelmshaven.

Key responsibilities

The Project Officer's general objectives are to take the lead in all administrative and management tasks related to the development of the large-scale funding proposal for the Climate-resilient East Atlantic Flyway project, working closely with and report to the coordinating Wadden Sea Flyway Initiative Programme Officer at the CWSS. Within this general framework the following tasks are to be fulfilled, in close cooperation with international and national partners of the Wadden Sea Flyway Initiative:

- Develop, implement, and coordinate the execution of an effective management system for all project partners.
- Organise or assist in the organisation of workshops, meetings, webinars etc to promote the joined flyway approach.
- Act as the focal point for enquiries related to the administrative aspect of the project.
- Liaise with international partners and stakeholders regarding the implementation of preparation phase activities.
- Take financial accountability for the assigned project activities.
- Contribute to the strategic development of relevant MoU's and LoI's with governmental organisations and international conventions.
- Contribute to the development and drafting of the full grant proposal, including the revision of budgets.
- Report writing.
- Carry out other tasks as assigned.

Qualifications required

- University degree in biology, conservation, environmental science, or a related discipline. A degree in another field with relevant work experience may be accepted if other requirements are met.
- Proven experience in project management, ideally in an international context (including, for example, budgeting, accounting, monitoring, and working with tight deadlines).
- Experience in grant writing and/or report writing.
- Knowledge on environmental policy and nature protection is beneficial. An ornithological background would be an asset.
- Proficiency in spoken and written English. Advanced knowledge of French would be an asset.
- The applicant should be able to work independently as well as in a team, be reliable and have good time management skills.
- Interpersonal skills will include the ability to cooperate with a broad range of partners, across cultures or economic sectors.
- Candidates must be prepared to travel.

Salary and allowances

Based on the German Collective agreement for Civil Service Employees (Tarifvertrag für den öffentlichen Dienst, TVöD), depending on qualification and experience comparable up to level 13.

Duration of appointment

Funds will be available for a **6-month position, starting ideally at the end of May/beginning of June 2023**. A more long-term contract may be offered depending on the success of the grant application and the performance of the applicant.

This selection and recruitment process will be conducted in accordance with relevant German and European law. For further information on the job description, you may contact Kristine Meise via email meise@waddensea-secretariat.org or by phone +49 (0)4421-910816.

Please submit your email application by 15 May 2023 in English to the head of the Common Wadden Sea Secretariat, Bernard Baerends (application@waddensea-secretariat.org). Interviews are foreseen to take place a few days after the deadline.