

Common Wadden Sea Secretariat
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Project Manager,
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, beginning from the 1st of February 2022, a

Project Manager (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 by many partners (2014) and the launching of the Wadden Sea Flyway Initiative as a result of the UNESCO recommendation at the time of inscription of the Wadden Sea on the World Heritage list (2009), 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 (8 years, to be implemented in at least 4 countries) to address the threats faced by migratory waterbirds. The aim is to find solutions that incorporate biodiversity, ecosystem services and people into climate adaptation responses at sites in West Africa and the Arctic that are of international importance for migratory birds. Financing may become available in 2022 for a 6-month preparation phase to develop the project in more detail and to ensure that the planned activities are directly related to local conditions, are sustainable and contribute to the establishment of a climate-resilient flyway. Pending the funding decisions, which are expected at the beginning of January 2022, 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 huge number of very diverse stakeholder organisations and -networks across the Wadden Sea region as well as in West Africa and the Arctic Region 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 charming city of Wilhelmshaven.

Key responsibilities

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

Qualifications required

- Masters-level university degree in biology, marine science, environmental science or a related discipline. A degree in another field with relevant work experience may be accepted if the other requirements are met.
- Knowledge on environmental policy and nature protection is beneficial. An ornithological background would be an asset.
- Proven track record in project management, ideally in an international context (including, for example, stakeholder management, budgeting, accounting, monitoring, and working with tight deadlines).
- Experience in grant writing and report writing.
- Proficiency in spoken and written English. Advanced knowledge of the French language.
- 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.
- The applicant will possess confidence in public speaking.
- Candidates must be prepared to travel internationally.

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:

Funding decision is still pending and is expected at the beginning of January 2022 at the latest. Funds will be available for a 6-month position, starting on 1st February 2022. A more long-term contract may be offered depending on the performance of the applicant and the success of the grant application.

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 Bettina Oleksik via email oleksik@waddensea-secretariat.org or by tel +49 (0)4421-910817

Please submit your email application in English to the head of the Common Wadden Sea Secretariat, Bernard Baerends (application@waddensea-secretariat.org). Interviews are foreseen to take place in the middle of December 2021.

Deadline for applications: Dec 03, 2021