

Project Coordinator

Job announcement

About Wetlands International European Association

Established in September 2013, Wetlands International Europe (registered in the Netherlands as Vereniging Wetlands International European Association) is the single network organisation in Europe bringing together 10 NGOs whose shared mission is to inspire and mobilise society to safeguard and restore wetlands for people and nature. Our ambition for the period 2020-2030 is to upscale action to safeguard and restore wetlands, collaborating with multiple partners and mobilising a wide range of actors to transform whole landscapes and sectors. Our access to cutting-edge science, combined with our understanding of EU policies, the on-ground experience from our members, partners and their networks, in addition to our global network, makes us a credible and effective advocate for improving European policies and practices.

We operate with a growing Secretariat of 16 people, being our key priority to raise the voice of our members in Europe, share knowledge, improve policies and build capacities among stakeholders. For more information, please consult <https://europe.wetlands.org/>

The overall purpose of the job

The Project Coordinator will support the technical and financial work of Wetlands International Europe in relation to the development and implementation of projects that will include the complete annual project cycles, contract management, and reporting processes.

Responsibilities and tasks

Project proposals development

- Identify new funding opportunities.
- Work with external consultants to develop project proposals.
- Draft project proposals and budgets.
- Ensure that project proposals are pre-reviewed, submitted and followed-up after submission.

Project implementation

- Project financial and technical follow-up, ensuring compliance with donors.
- Preparation and submission of financial/administrative deliverables and financial reports.
- Support in the preparation and verification of project contracts and agreements and in the preparation and follow-up on invoices and transfer requests.
- Contribute to the completeness and accuracy of documentation for internal and external audits.
- Contribute to project archiving with an eye for continuous improvements.
- Supports management of international consortiums of project partners.
- Contact with project partners, including guidance on administrative and financial issues.

Working relations

INSIDE Wetlands International Europe:

The Project Coordinator will work under the supervision of the Programme Manager. S/He will work closely with the Financial Controller, Project Assistant, and team members managing different projects.

OUTSIDE Wetlands International Europe:

Consultants, contracted partner organizations, donors, and any other relevant partners in our wider network. The Project Coordinator will also liaise with Wetlands International Global's finance and resource development team when needed.

Profile

The Project Coordinator has experience in project management cycles and project financial management. S/He is a flexible and focus-oriented multi-tasker. It is essential that the Project Coordinator pays high attention to details. S/He is a proactive person that can work as a constructive member of a team with minimum supervision. S/He is an organized and structured person able to prioritize and is used to working with tough deadlines. S/He is capable to write clear and consistent reports. S/He is curious & creative and with a good sense of humor and possesses an understanding of and empathy with the aims and objectives of Wetlands International Europe.

Essential education and experience

- Higher level education or equivalent.
- At least three years of relevant experience in project management.
- Experience working on EU-funded projects will be an advantage.
- Experience working with non-governmental organizations will be an advantage.
- Experience in grant coordination and reporting.

Core competencies

- An excellent command of written and spoken English. Working knowledge of French or Spanish will be an asset.
- Strong ICT skills.
- Excellent organizational skills with attention to detail and accuracy.
- Capacity to work independently and within a team.
- Ability to work in an international, multi-cultural environment.
- Active interest in current environment and development matters.

Other Aspects

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

The Association applies the same terms and conditions of employment as Wetlands International's Global.

Job Offer

- Full-time job, 36 hours per week.
- Competitive salary, dependent on experience.
- Contract duration: Until the end of 2024 with the possibility of renewal if funds are available.
- Location: The selected applicant will have to be based in the Netherlands or Belgium. Only candidates willing to relocate or with work permits in these countries will be eligible.
- Start date: As soon as possible

Applications should include a cover letter summarising the applicant's suitability for the position and a detailed CV. Applications should be sent by email to jozefa.vanderveen@wetlands.org marking your application with "Project Coordinator" in the subject line.

Application Deadline: January 20, 2023 - Early applications are strongly encouraged and will be processed upon receipt.