

Terms of Reference: Technical Officer

Reporting to:	Programme Manager
Full-time/Part-time:	36 hours
Location:	Belgium/Netherlands
Grade:	Scale 9-10

The overall purpose of the job

The Technical Officer provides scientific and technical expertise to support the organisation's programmes, policy positions, and projects. The role ensures that the organisation's work is underpinned by robust evidence, contributes to the development and implementation of technical activities, and supports the translation of scientific knowledge into practical solutions, policy recommendations, and programme delivery aligned with the organisation's mission

Responsibilities and tasks

1. Provide technical expertise and analysis

- Provide scientific and technical input to support the organisation's programmes, projects, and policy work.
- Analyse technical information, research, and data relevant to the organisation's priority topics.
- Contribute to the development of evidence-based positions, recommendations, and guidance.

2. Support programme and project implementation

- Contribute to the design and implementation of projects and technical activities.
- Support the preparation of project deliverables, reports, and technical outputs.
- Ensure that project activities are aligned with agreed objectives, methodologies, and quality standards.

3. Contribute to knowledge development and dissemination

- Produce and review technical documents, briefs, guidance notes, and reports.
- Support the synthesis and translation of scientific knowledge into accessible information for policy, communications, and stakeholders.
- Contribute to knowledge sharing within the organisation and with external partners.

4. Support policy and advocacy work

- Provide technical input to support policy analysis and advocacy activities.
- Contribute evidence and technical arguments to support the organisation's policy positions.
- Monitor relevant scientific and policy developments and inform the team accordingly.

5. Collaborate with partners and stakeholders

- Support collaboration with project partners, experts, and stakeholders.
- Contribute technical expertise to working groups, consultations, and external events.

- Help maintain relationships with relevant scientific and technical networks.

6. Contribute to organisational development

- Support the identification of new opportunities for projects and initiatives.
- Contribute technical input to project proposals and concept notes.
- Collaborate with colleagues across programmes, policy, communications, and operations.

Working relations

INSIDE Wetlands International Europe:

Director Europe, Head of Operations, Programme Managers. Advocacy staff, programme staff and other technical and operations staff in the European office.

Wetlands International Europe's members and Wetlands International global and network offices.

OUTSIDE Wetlands International Europe:

EU representatives, governmental and political representatives, partner organisations, donors, corporates and consultants.

Networks and alliances.

Profile

Wetlands International Europe's Technical Officers are committed and passionate environmental professionals with strong scientific and analytical skills. They are experienced in environmental conservation and policy and are motivated by the urgency to protect and restore nature for biodiversity and people. They combine technical expertise with the ability to translate complex knowledge into practical solutions, supporting impactful projects, evidence-based policy work, and collaboration with a wide range of partners.

Required qualifications, skills and competencies

- University degree in environmental sciences, ecology, natural resource management, environmental policy, or a related field (Master's degree preferred).
- Relevant professional experience in environmental conservation, research, project implementation, or technical advisory roles.
- Strong analytical skills and ability to interpret and synthesise scientific and technical information.
- Ability to translate complex technical knowledge into clear and accessible outputs for policy, project, and stakeholder audiences.
- Experience contributing to technical reports, guidance documents, project deliverables, or policy inputs.
- Good organisational skills and ability to manage multiple tasks and deadlines.
- Ability to work collaboratively in multidisciplinary and international teams.
- Strong written and verbal communication skills.
- Excellent command of English; additional European languages are an asset.
- Prepared to travel internationally;
- Good IT literacy and experience with Microsoft Office



This Terms of Reference describes the overall purpose and core responsibilities of the function and reflects the expectations associated with this role within the organisation. Specific tasks, priorities, and objectives are defined in the individual role description and may evolve over time in response to organisational needs.