



MedWet

L'initiative pour les zones humides méditerranéennes
The Mediterranean Wetlands Initiative
مبادرة المناطق الرطبة المتوسطية

MedWet SECRETARIAT

CALL FOR APPLICATIONS FOR A PART-TIME POSITION (80%)

ADMINISTRATION AND FINANCE OFFICER

Place of work: La Tour du Valat, Le Sambuc, 13200 Arles, France

Deadline to submit applications: 16/07/2017

About MedWet

The Mediterranean Wetlands Initiative (MedWet) is one of the Regional Initiatives operating under the aegis of the Ramsar Convention on Wetlands with the participation of 26 Parties to the Convention and the Palestinian Authority (see www.ramsar.org and www.medwet.org). The MedWet Secretariat is now established in France as a non-for-profit association under the French Law of 1901.

During 14 years the MedWet Secretariat operated from Athens, Greece, but since May 2014 has moved to the premises offered by the Research Centre on Mediterranean Wetlands of La Tour du Valat (see www.tourduvalat.org) located in the Camargue, 5 km away from the village of le Sambuc and 30 km from the city of Arles in France.

The Secretariat has at present two employees based in France: a Head of Communications based in France, and an Administrative and Financial Assistant. In addition, the Secretariat works regularly with three consultants: a communication assistant based in Tunisia, a manager for the Scientific and Technical Network based in Italy, and an officer charged with the development of new projects, also based in Italy. The MedWet Steering Committee, composed of seven people representing the country and organization members, ensures the coordination of the Secretariat and the strategic vision.

The Research Centre of La Tour du Valat employs some 70 staff, including those working for the Mediterranean Wetlands Observatory, which works closely with the MedWet Secretariat.

Functions of the Financial and Administrative Assistant

The tasks of the assistant are:

1. The general administration of the MedWet Secretariat, including purchases and overseeing the good functioning of office equipment;
2. Preparation in French and/or in English of letters and e-mails of the MedWet Steering Committee for the members of the MedWet;
3. Writing minutes of Committee meetings or team meetings;
4. Accounting: classification of accounting documents, allocation to various projects and transmission to the accounting firm, sending and follow-up of receipts of invoices; payment of invoices;
5. Treasury: security of funds, supply;
6. Project management: implementing, with the persons in charge of the actions to be carried out in the project, financing plans and their follow-up;
7. The drafting of narrative and financial reports in accordance with the procedures and requirements imposed by donors;
8. Human resources: compliance with procedures, follow-up, participation in recruitment, payment of salaries;
9. Archiving of records and documents of the Secretariat;
10. Administrative and logistic assistance in organizing or participating in meetings and other events involving the MedWet Secretariat;
11. Day-to-day updating of the contacts list, including the MedWet Focal Points and members of the network, in a dedicated database;

He/she will fulfill these missions under the hierarchical responsibility of the Association Treasurer and will work in close functional relationship with the Communications Officer.

Qualifications for the post

Education: University degree and/or solid experience in the accounting field, and/or administrative, and/or logistic and/or project management.

Experience:

- A minimum of three-years of administrative or secretarial experience in an office;
- Experience in accounting;
- Proficiency in financial or accounting management;
- And/or experience in the field of logistics management;
- And/or experience in the field of human resources and administrative management;
- Experience in projects financed by a donor will be preferred;
- Professional experience in a recognized international organization is a plus.

Skills:

- In the first instance, it is necessary to have an interest in and understanding of the objectives and mission of MedWet and the Convention on Wetlands;
- Ability to perform clerical work in accordance with established administrative procedures;
- The capacity to establish positive contacts with government officials and MedWet partners from different origins, cultures, beliefs, gender and languages;
- Good computer skills (Word, PowerPoint, and Internet, etc.);
- Excellent knowledge of Excel is necessary.

Desired Qualities:

- To be able to work in a multidisciplinary team and feel at ease in human relations,
- Autonomy,
- Sense of synthesis,
- Sense of initiative,
- Flexibility,
- Organization and thoroughness,
- Languages: reading, spoken and written French and English are necessary. Knowledge of other languages is an asset.

Working conditions

- Fixed-term contract of one year on the basis of 80% of a full-time position, which may eventually evolve into a permanent contract.
- Gross monthly salary: between 1,760 and 2,160 Euros, depending on experience and qualifications.
- Status: Non-Executive

- Working hours: 28 hours per week divided into four or five days per week. Overtime, including weekends might be necessary, especially during meetings. Additional working hours will be compensated with additional time off.
- Probation time: two months.
- Other benefits will be discussed at the time of the interviews, including public transport allowance and the complementary health insurance.

Working space and equipment

The Assistant will have his/her own office and all the necessary modern office equipment to do the work.

Date for taking up the post: 2 August 2017.

APPLICATIONS

The applications should include:

- a) a letter of application in English or French (minimum one page, maximum two pages) explaining the qualifications of the candidate and elaborating on the main responsibilities of the post;
- b) a complete curriculum vitae;
- c) if possible, the names and positions of referees, with their e-mail addresses and telephone numbers.

Applications should be sent by e-mail to the MedWet Secretariat at info@medwet.org with the subject: APPLICATION FOR ADMINISTRATION AND FINANCE OFFICER, before the deadline of 16 July 2017 at midnight.

The interviews will take place on 25 July 2017 in the premises of the MedWet Secretariat, located at the Tour du Valat, Arles. The travel expenses will be reimbursed upon request and presentation of appropriate supporting documents.