



Call for expression of interest in the framework of the MedWet Initiative

The Mediterranean Wetlands Initiative (MedWet) is organizing a Call for expression of interest in view of establishing a permanent Short List of experts.

Established in 1991, MedWet is the first and oldest of the Regional Initiatives formally recognized by the Ramsar Convention concerning wetlands. The MedWet Mission is to ensure and support the effective conservation of the functions and values of Mediterranean wetlands and the sustainable use of their resources and services. One of MedWet's success stories is building a community of wetland conservation stakeholders: governments, scientists, civil societies and site managers all around the Mediterranean. MedWet is the first Mediterranean dialogue platform for concerted action to benefit the wetlands, nations and people of this ecoregion, within the framework of the Sustainable Development Goals.

MedWet is always looking for talented and passionate people. We want people with integrity. People who are fair, impartial, honest and truthful. We want dynamic and adaptable persons who are not afraid to think creatively, to be proactive, flexible and responsive. If you think you embody these values MedWet is the place for you and your career.

Over the next few years MedWet will face numerous challenges that will require specific profiles such as the ones listed below and for which we have opened this expression of interest:

- 1. EU Project Manager assistant**
- 2. Policy and advocacy specialist**
- 3. Communication assistant**
- 4. Financial and administrative assistant**

All applications received will be included in a Short list from which MedWet will be able to draw the best candidate when the conditions for a collaboration are met.

In the implementation of its activities, MedWet, based on the principles of transparency, publicity and impartiality, intends to establish a short list, necessary for the execution of the missions of professional collaboration, which will have as its object the subsequent and possible assignment of individual missions, with contracts of independent work of an occasional nature in accordance with the legislation in force.

The Short list is freely organized by MedWet according to its own indisputable criteria.

Any inclusion in the Short list does not imply the determination of pre-established rights for the benefit of the professionals themselves, i.e. MedWet has no obligation towards the candidates.

Job description

The candidates aspiring to be included in the Short list must have specific skills and professional experience in one or more of the following areas:

1. EU Project Manager assistant

Duties:

- provide essential support to the MedWet projects, working with team members
- review progress on a regular basis and discuss future steps of the project
- arrange meetings with project's members, take minutes of the meetings and preparing deliverables, technical and scientific reports
- responsible for maintaining crucial project documents which track project progress
- manage the schedule, monitoring deadlines for each project task and report any potential delays
- drafting final reports

Educational and professional background:

- Degree on biology, natural sciences, environmental sciences or equivalent.
- At least 3 years of experience in international networking, participation and involvement in the promotion of environmental protection and conservation of wetlands/marine areas.
- Good knowledge of the environmental challenges and issues at Mediterranean level.
- Proven experience in providing scientific and technical support to partner institutions, identifying needs but also supporting policy and cross-sectoral dialogues with partner countries and associated institutions.
- Good knowledge of spoken and written English. The knowledge of another Ecommunity language would be an advantage. Good computer skill

2. Policy and advocacy specialist

Duties:

- improving legislation, policy and strategy in relation to wetlands conservation
- developing and implement capitalization and knowledge transfer strategy that advances MedWet projects achievements and its partners' influence with government and other key stakeholders
- producing policy and information briefs, draft tools, guidance and training to help partners to advocate and lobby effectively, and support them to improve effectiveness of Wetlands management by integrating multilevel governance tools into national and regional policy instrument
- identifying opportunities for MedWet projects to be represented at relevant forums, events and conferences

Educational and professional background:

- at least 5 years' experience and documented competence in governance tools, experience in participatory processes that involve the involvement of stakeholders and decision-makers' politicians and Wetlands network to improve marine and coastal biodiversity.
- expertise on river / coast contracts is a plus

- experienced, knowledgeable and skilled in policy processes specifically in relation to stakeholder engagement and management in diverse communities
- experience working in cross-cultural environments with people from a wide range of professional and cultural backgrounds
- good knowledge of spoken and written English; good computer skills

3. Communication Assistant

Duties:

- contribution to the establishment of the MedWet projects's multi actor communication framework
- contribute to project's promotional material portfolio
- communicate with all distinct target audiences under the scope of project's stakeholders' workshops
- design user friendly tools for easy communication
- enhance project visibility

Educational and professional background:

- at least 3 years of relevant professional experience performing tasks similar to the required job position with a proven experience in communication of projects
- evident experience in web publishing and maintenance
- a proven ability to use creative and effective communication tools
- evident experience in liaising and co-operating with media journalist, government officials, NGOs and private sector
- previous experience with civil society sector is a strong asset
- excellent computer literacy (ms office; windows, internet); excellent communications, report writing and analytical skills
- good knowledge of spoken and written English and French, other languages are a bonus

4. Financial and administrative assistant

Duties:

- assists in the management of the project budget by budget formulation, controlling allocations, monitoring expenditures, and preparing revisions according to the needs of the project
- generates financial reports, when needed
- checks and examines various project financial reports for accuracy and consistency against approved budgets
- drafts routine correspondence related to financial and administrative matters for the signatures of project manager
- ensures the effective recording and reporting system, internal control and audit follow-up and processes administrative and financial transactions in an accurate and timely way

Educational and professional background:

- a relevant work experience in performing tasks similar to the required job
- computer skills: relevant computer skills, word processing, power point presentations, excel spreadsheets.
- good knowledge of spoken and written English and French

How to apply

The application procedure for the Short lists is started at the request of the interested candidates and under their own responsibility through self-certification, indicating their specific competencies and skills, the category and the profile for which they express their interest (category_____).

Candidates must submit:

1. Letter of presentation and motivation;
2. Curriculum Vitae of max 4 pages, preferably but not necessarily in European format. The curriculum vitae must contain only professional experiences in the subjects covered by the Short-list.

The letter and curriculum vitae must be sent to the following email address: perroud@medwet.org

Deadline: 31/12/2020

The short list will be valid for one year. If no applications are received that meet the required criteria, MedWet reserves the right to reopen the short list with a new notice.

Selection procedures and criteria

Applications for registration to the shortlist are subject to evaluation by a commission appointed by the Coordinator of MedWet.

The candidates who meet the requirements will be included, by area of expertise, in the Short list. The inclusion in the list does not imply any right from part of the aspirant to obtain professional assignments. MedWet will use the short-list to select the experts who, from the examination of the curriculum, will present the skills that best meet the requirements and / or the activities to be carried out.