Vacancy Announcement

Mediterranean Wetlands Initiative (MedWet)

MedWet Coordinator

Duration of mandate: 36 months
Work percentage: 80%
Legal employer: Association Secretariat MedWet (not-for-profit association established in France according to the French law of 1 July 1901)
Application deadline: 19 January 2024

About the MedWet Initiative and the MedWet Secretariat


The MedWet Initiative is the Regional Ramsar Initiative bringing together 27 Mediterranean countries that are Contracting Parties to the Ramsar Convention, as well as Palestine, wetland research centres, and international NGO partners of the Ramsar Convention. Details of its history, achievements, membership, governing bodies and functioning can be found on the website www.medwet.org.

The MedWet Secretariat coordinates the MedWet Initiative and ensures its operational management and administrative functions.

The MedWet Secretariat Association is the legal structure that employs the members of the MedWet Secretariat and ensures the financial management of the MedWet Initiative. It is hosted by the Tour du Valat, in Arles, France.
**Tasks of the MedWet coordinator**

The coordinator is responsible for the smooth running of the MedWet Secretariat whose tasks are:

a) To facilitate and promote collaboration among MedWet members;

b) To coordinate the implementation of the work plans adopted by the Mediterranean Wetlands Committee (MedWet/Com), the governance and decision-making body, bringing together all the members of the initiative;

c) To prepare annual work plans and budgets for approval by the Steering Group (MedWet/SG), the intersessional governance body, and adoption by the MedWet/Com;

d) To act as the secretariat for the MedWet/Com and the MedWet/SG;

e) To identify and actively promote the involvement of Mediterranean stakeholders in the implementation of the MedWet work plans;

f) To administer the budgets adopted by the MedWet/Com and prepare the annual financial reports to be submitted to the MedWet/SG and the MedWet/Com;

g) To report periodically to the MedWet/SG the progress of the initiatives of the MedWet bodies and the relevant outcomes;

h) To report to the MedWet/Com meetings the progress of the initiatives of the MedWet bodies and relevant outcomes; and

i) To represent the MedWet Initiative in international fora;

In addition, he/she carries out complementary tasks, in particular to:

j) Maintain regular, active and positive contacts with all MedWet members through electronic and, when feasible, physical contacts, in order to keep each member informed of the work of MedWet and to ensure the evaluation of progress made in the implementation of the Framework for Action and the execution of projects by all members;

k) Actively research, prepare and develop new projects that enable the mobilisation of funds for the implementation of the MedWet Strategy and the MedWet Framework for
Action 2016-2030, in accordance with the governance of the Initiative (MedWet/Com and/or MedWet/SG), and ensure the efficient coordination of certain projects;

I) Undertake other tasks in consultation with or at the request of the governance bodies of the Initiative (MedWet/Com and/or MedWet/SG).

Selection criteria

Candidates should:

- Have a global and regional understanding of environmental and development issues in general and of the nature and role of wetland ecosystems in particular. Postgraduate qualifications in an aspect of natural, legal, political and/or social sciences related to wetland conservation and sustainable use will constitute an asset;

- Be familiar with the work of the Ramsar Convention on Wetlands and its modus operandi;

- Be familiar with global processes affecting the Mediterranean, such as the UN Sustainable Development Goals, the Kunming-Montreal Global Biodiversity Framework, and the Paris Agreement of the UN Framework Convention on Climate Change;

- Be familiar with the key actors operating in the Mediterranean region, such as the Barcelona Convention and the European Commission;

- Be fully aware of the geopolitical issues in the Mediterranean and of the cultural and religious diversity of the region, having full respect for this diversity;

- Have a minimum of 12 years professional experience in environmental conservation and sustainable development issues, preferably related to wetland ecosystems, of which five years should be international experience; international experience in the Mediterranean region will constitute an asset;

- Have demonstrated leadership skills, capacity and experience for the efficient management of work, programme planning, project management, administration, budgeting, technical, administrative and financial reporting, and fundraising;
Have a demonstrated capacity for innovative and strategic thinking and the ability to provide effective problem solving in dealing with complex issues;

Have strong interpersonal skills, including the ability to understand and operate within multicultural environments;

Have excellent oral and written communication skills;

Have a demonstrated ability to integrate the perspectives of environmental, political and social sciences and a commitment to working in interdisciplinary teams;

Have complete fluency in the English language and at least a medium command of French. Fluency in Arabic or other Mediterranean languages will constitute an asset; and

Have well-developed computer and information and communication technology skills, and the ability and willingness to perform the duties of the position in an independent manner with limited assistance.

**Conditions of service**

The MedWet coordinator is selected among the candidates and proposed by the MedWet/SG for approval by MedWet/Com and he/she is legally employed by the Association Secretariat MedWet.

As the coordinator's mandate is for three years, the incumbent will be offered a three-year contract under French labour law, subject to a 3-month probation period. Partial teleworking will be possible.

The performance of the Coordinator will be evaluated annually by the MedWet/SG. Based on the proposal by the MedWet/SG, the MedWet/Com can approve the renewal of his/her mandate.

The remuneration will be determined based on experience and qualifications, ranging from €36,000 to €40,000 gross annually for 80% working time.

The coordinator will have a workstation with a laptop, printer, internet connections, and phone located at the Tour du Valat estate in Arles.
In the event that a candidate cannot fully meet these conditions of service, arrangements adapted to the circumstances may be negotiated.

**Application procedure**

Applications should include:

- An application letter in English of no more than two pages, briefly describing the suitability of the candidate for the post in relation to the selection criteria and responsibilities stated above, and his/her motivation for the post.

- A maximum one-page statement of the applicant’s interpretation of the main challenges facing the Mediterranean Wetlands Initiative in the coming years.

- A complete curriculum vitae.

- The names, e-mail and telephone contacts of three referees, including one recent employer.

Applications, mentioning the subject "MedWet Coordinator", must be sent by e-mail only, in a single document in PDF format, to perroud@medwet.org before 21 February 2024 at 6 p.m. CET.

Only the receipt of complete applications will be acknowledged. Candidates shortlisted for an interview will be contacted individually.