



**MedWet**

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

## VACANCY ANNOUNCEMENT

# Mediterranean Wetlands Initiative (MedWet)

<b>Position</b>	<b>MedWet Coordinator</b>
<b>Duration</b>	36 months
<b>Work percentage</b>	50%
<b>Legal employer</b>	Association Secretariat MedWet (not-profit association established in France according to the law of 1 July 1901)

**Deadline for applications** 26<sup>th</sup> November 2018

### About MedWet

Established in 1991, the Mediterranean Wetlands Initiative (MedWet) became in 1999 the first Regional Initiative of the Ramsar Convention on Wetlands. Details of its history and results can be found on the website [www.medwet.org](http://www.medwet.org).

### The MedWet Secretariat and MedWet Coordinator

The MedWet Coordinator is leading the MedWet Secretariat. Consultants work also for the Secretariat under the supervision of the MedWet Coordinator.

### The MedWet Steering Group

The Coordinator will regularly report to and work under guidance of the Steering Group (see MedWet Terms of References).

## **Responsibilities of the MedWet Coordinator**

The MedWet Coordinator:

- a) Leads the MedWet Secretariat that provides operational support to the Mediterranean Wetlands Committee (MedWet/Com), i.e. all MedWet members (states and non-governmental institutions and organisations), and the MedWet Steering Group (composition cf. above). S/he is responsible for the efficient and effective functioning of the Secretariat and the results of the work of its consultants.
- b) Guides and supervises the work and the work planning of the Secretariat, notably its communications and outreach programme, administration and financial reporting, and the work of its consultants, and helps them to deliver the expected results in time and with good quality documents/outputs.
- c) Develops, with the staff, a general three year work programme and annual work plans in consultation with the Steering Group.
- d) Is responsible for the implementation of the approved budget and the three year work programme or/and annual budgets and work plans.
- e) Raises funds for the implementation of the MedWet strategy and the MedWet Framework for Action 2016-2030.
- f) Is responsible for the efficient administration of MedWet Secretariat resources, assuring that invoices, financial and work plan reports are prepared and submitted in time to the Steering Group, MedWet/Com, and donors.
- g) Works under the supervision of and has regular contacts with the Chair and the Steering Group, consults with them about important decisions, and transmits concise monthly activities reports summarizing the work undertaken by her/him, other Secretariat staff and consultants, to the Steering Group. During a year s/he submits a six-month financial reports, at the end of a year submits annual financial and work reports to the Steering Group. At the end of each year s/he carries out individual annual performance appraisal reports of the Secretariat staff. S/he also leads the recruitment procedure of Secretariat staff and consultants, in consultation and with the approval by the Steering Group.
- h) Maintains regular, active and positive contacts with all MedWet members through e-mail, telephone, electronical and when feasible physical contacts, in order to keep every member up-to-date on the work of MedWet and to create and maintain full ownership of the MedWet programme of action and projects by all members.
- i) Works closely with the staff of the Mediterranean Wetlands Observatory (MWO) and with the coordinator of the Scientific and Technical Network (MedWet/STN).
- j) Is responsible for efficient preparations of the MedWet/SG and MedWet/Com meetings held electronically or physically. S/He also seeks partners and sponsors for the preparation and holding of physical meetings or other MedWet events.

- k) Develops and maintains, with the approval of the Steering Group, active partnerships with other institutions active in the area of Mediterranean wetland and water issues, nature and cultural heritage conservation, climate change and sustainable development.
- l) Identifies and actively promotes the involvement of Mediterranean stakeholders in the implementation of the MedWet work plans.
- m) Represents the MedWet Initiative at Mediterranean, sub-regional, and international fora, or organises MedWet representation by Steering Group members, as far as feasible, focusing on priorities agreed with the Steering Group and MedWet/Com.
- n) Prepares new project concepts and submissions with partners, in accordance with the priorities listed in the MedWet Framework for Action 2016-2030 adopted in 2016, should opportunities arise. S/He consults to this end with the Steering Group, notably to agree on priorities and project concepts.
- o) Undertakes any other task in consultation with the MedWet Chair or upon his/her request.

**Candidates should:**

- a) 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 or social sciences related to wetland conservation and sustainable use will constitute an asset;
- b) Be familiar with global processes affecting the Mediterranean, such as the UN Sustainable Development Goals, the Aichi Targets of the Convention on Biological Diversity, and the Paris Plan of Action of the UN Framework Convention on Climate Change;
- c) Be familiar with the work of the Ramsar Convention on Wetlands and its modus operandi;
- d) Be familiar with the key actors operating in the Mediterranean region, such as the Barcelona Convention and the European Commission;
- e) 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;
- f) 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;
- g) Have a demonstrated capacity and experience for efficient management of work units in terms of staff management, programme planning, project management, administration, budgeting, financial reporting and fundraising experience;

- h) Have a demonstrated capacity for innovative and strategic thinking and ability to provide leadership in dealing with complex issues;
- i) Have strong interpersonal skills, including the ability to understand and operate within multicultural environments and to lead small teams effectively;
- j) Have a demonstrated ability to integrate the perspectives of environmental and social sciences and a commitment to working in interdisciplinary teams;
- k) Have complete fluency in the English language and at least a medium command of French. Fluency in Arabic will constitute an asset; and
- l) Have well-developed computer skills and ability and willingness to perform the duties of the position in an independent manner with limited assistance.

### **Conditions of Service**

The MedWet Coordinator is appointed by the MedWet Steering Group and is legally employed by the Association Secretariat MedWet, a non-profit association created according to the French law of 1 July 1901 (as amended).

The incumbent will be offered a three-year contract, subject to a three-month probation period. The type of contract could be a consultancy contract, with the incumbent maintaining its legal domicile in his/her country of residence, or a contract of limited duration (Contrat à durée déterminé - CDD) under French labour law, with residence in France.

The performance of the MedWet coordinator will be evaluated on an annual basis by a three-member panel, consisting of the Chair of the Steering Group, one representative of the Ramsar Secretariat and another member of the Steering Group. Based on the proposal by the Steering Group, the MedWet Committee can approve the renewal of his/her contract.

Subject to experience and qualifications, the salary will be around 48,000 Euros per year.

No free accommodation will be offered. There will be no resettlement expenses covered for the incumbent and or his/her family. If the contract is a French CCD, social benefits will be included as required by law. If the contract is a consultancy contract, VAT of the country of origin will be paid. Other small additional benefits, such as subsidized lunch at the working place, will be offered.

### **Application procedure**

Applications should include:

- a. 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 stated above.
- b. A maximum one-page statement of the applicant's interpretation of the main challenges facing the Mediterranean Wetlands Initiative in the coming years.
- c. A complete curriculum vitae.
- d. The names, e-mail and telephone contacts of three referees, including one recent employer

Applications, mentioning the subject "MedWet Coordinator", should be sent by e-mail only to [ackermann@tourduvalat.org](mailto:ackermann@tourduvalat.org) **by 26<sup>th</sup> November 2018**.

Only the receipt of complete applications will be acknowledged. Candidates short listed for interview will be contacted individually.