



**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>Duty station:</b>	The Med Wet Secretariat, located within the premises of the Research Institute for the Conservation of Mediterranean Wetlands Tour du Valat (TdV), Camargue, Arles, France
<b>Deadline for applications:</b>	Friday, 21 October 2016 (at midnight, French time)
<b>Starting date:</b>	As soon as possible, and not later than 15 April 2017
<b>Duration of contract:</b>	12 months, renewable subject to performance and availability of resources
<b>Probation period:</b>	3 months
<b>Type of contract:</b>	Consultancy contract <b>or</b> contract of limited duration (Contrat à durée déterminé (CDD) under French labour law), subject to negotiation.
<b>Legal employer:</b>	Association Secretariat MedWet (not-for-profit association established in France according to the French law of 1 July 1901 (as amended) to provide legal coverage to the functioning of the MedWet Secretariat in France.
<b>Salary level:</b>	Around 55,000 Euros per year + some benefits

## About MedWet

Established in 1991, MedWet is the oldest Regional Initiative of the Ramsar Convention on Wetlands.

All details about MedWet can be found in its website ([medwet.org](http://medwet.org)), in particular within the section “MedWet”. Applicants are invited to consider, in particular, the Terms of Reference of the Mediterranean Wetlands Initiative, as approved by the Mediterranean Wetlands Committee (MedWet/Com), the governing body of the Initiative.

## The MedWet Secretariat

The MedWet Coordinator is the head of a three-person MedWet Secretariat. Consultants may also work for the Secretariat under the supervision of the MedWet Coordinator.

The core budget of the MedWet Secretariat is around 345,000 Euros per year. It is financed by contributions by the member countries and grants. Funds are currently secured until 31 December 2017. Thus, one important task of the MedWet Coordinator will be to undertake an important fundraising effort as soon as he/she comes on board.

## Responsibilities of the MedWet Coordinator

The MedWet Coordinator:

- a) leads the MedWet Secretariat, providing support to the Mediterranean Wetlands Committee (MedWet/Com) and the MedWet Steering Group (MedWet/SG);
- b) in so doing, he/she maintains active and positive contacts with the MedWet Focal Points in the 27 member countries and with other MedWet partners, including visiting them at regular intervals;
- c) works closely with the five staff members of the Mediterranean Wetlands Observatory (MWO), the technical and scientific arm of MedWet based at TdV;
- d) develops and maintains active partnerships with other institutions active in the Mediterranean region in the area of wetland and water issues, in the framework of nature conservation and sustainable development;
- e) develops, normally in cooperation with other partners, project proposals to be submitted to donors for the implementation of the *MedWet Framework for Action 2016-2030 “Wetlands for sustainable Development in the Mediterranean Region”* (see <http://medwet.org/medwet/framework/>);
- f) drafts the annual work plans and core budgets of the MedWet Secretariat;
- g) takes care of the efficient administration of MedWet resources and prepares financial and narrative reports to be submitted to the MedWet/Com, the MedWet SG and donors;
- h) prepares and runs in an efficient manner the regular meetings of the MedWet/Com and the MedWet/SG;
- i) supervises the MedWet communications efforts and actively contributes to them;
- j) recruits the MedWet Secretariat staff and carries out individual annual performance appraisal reports; and
- k) represents the MedWet Initiative in national, regional and international fora.

## Requirements for the post

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 important 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 Union for the Mediterranean, 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 year's professional experience in environmental conservation and sustainable development issues, preferably related to wetland ecosystems, of which five years should be international experience in the Mediterranean region;
- g) have a demonstrated capacity for efficient management of work units in terms of staff management, programme planning, project management, administration, budgeting and financial reporting;
- 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 important 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.

Extensive living and work experience in the Mediterranean region will constitute a clear asset.

### 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 selected candidate will be offered a one-year contract, subject to a three-month probation period. The contract may be renewed every year three months before its expiration, subject to satisfactory performance and availability of resources. The type of contract could be a consultancy contract, with the incumbent maintaining his/her 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 contract can be renewed in consultation with the Mediterranean Wetlands Committee.

Subject to experience and qualifications, the salary will be around 55,000 Euros per year. No free accommodation will be offered. There will be no resettlement expenses covered for the incumbent and/or his or 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, VTA 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:

1. an application letter in English of no more than two pages, briefly describing: a) the suitability of the candidate in relation to the requirement for the post; and b) his/her motivations for applying. The letter should also include information about the date that applicant could take over the position, if selected;
2. a one-page statement of the applicant's interpretation of the main challenges facing the Mediterranean Wetlands Initiative in the coming years;
3. a complete curriculum vitae in English; and
4. the names, e-mail and telephone contacts of three referees, including one recent employer.

Applications, with the subject "MedWet Coordinator", should be sent by e-mail only to: [blasco@medwet.org](mailto:blasco@medwet.org) not later than Friday 21 October 2016 (at midnight, French time).

All candidates having submitted complete applications will be informed if they have been short-listed for interview or not. Interviews will be held in the second half of November 2016 at the MedWet Secretariat or at another appropriate location . MedWet will cover the expenses related to attendance at the interview.