

## Vulture Conservation Foundation – Job Specification/ Description:

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### **Job title**

LIFE Aegypius Return Project Manager (full-time)

### **Overall purpose of the job**

1. To manage and contribute to the implementation of the agreed actions within the LIFE Aegypius Return
2. To contribute to the implementation of financial and administrative tasks foreseen within the LIFE Aegypius Return
3. To provide overall support to the LIFE Aegypius Return project partners for successful completion of tasks foreseen within the project
4. To maintain periodic communication with the project officers of project beneficiaries from the LIFE Aegypius Return
5. To maintain good communications with all the partners and enhance collaborations with other stakeholders
6. To facilitate collaboration with national governmental institutions relevant for the project
7. To compile and review of periodical (3 month) technical reports from project partners of the LIFE Aegypius Return
8. To support logistics, services, organising related to meetings and external assistance contracts foreseen within the LIFE Aegypius project
9. Provide overall support to the VCF Financial Manager with the accounting needs of the VCF and preparation of periodical financial reports for the LIFE Aegypius
10. Provide overall support to the VCF Communications officer for the adequate implementation of all communication activities foreseen in the LIFE Aegypius Return project

### **Position**

Full-time 5 years fixed-term contract

### **Reporting to**

VCF Director

### **Background**

The VCF is the leading organisation on vulture conservation in Europe and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe. The VCF is a Dutch foundation with a legal seat in Holland, and offices in Switzerland and Spain. The VCF project portfolio, activities and ambition has been steadily growing, and so has its team. We are now looking for an experienced project officer to manage on the ground a new LIFE project starting in Portugal/Spain.

### **Main duties & responsibilities**

- Provide overall support to the LIFE Aegypius Return project partners for successful completion of financial, administrative and operational tasks foreseen within the project
- Collection and review of periodical (3 months) reports from project partners of the LIFE Aegypius Return

- Reporting for the LIFE Aegyptius Return project: compiling and completing all due technical reports
- Handling logistics, booking services, organising, and processing invoices related to organizing meetings and contracting services foreseen within the LIFE Aegyptius Return project
- Project document management within the Project folder management
- Organise Steering Committees of the LIFE Aegyptius Return project
- Coordination and participation in the yearly monitoring visit with NEEMO monitor
- Contribute to the organisation of the European Vulture Conference

## **Education - Skills - Experience required**

### **Education**

- University degree level general education, preferably in biological sciences or related topics

### **Experience**

- At least 5 years professional experience in managing complex, multidisciplinary projects
- At least 3 years experience on project management of LIFE projects
- Proven track record in organising and facilitating project steering committees

### **Skills**

- Team player with strong coordination and diplomatic skills
- Excellent communication skills
- Strong organisation and planning skills and able to manage multiple priorities and to adhere to deadlines
- Ability to determine and set work priorities, organise activities, meet deadlines and monitor projects in a flexible environment with, at times, little supervision
- Ability to work and lead a multidisciplinary team – strong people engagement and collaborative skills

### **Other**

- A strong motivation to work in vulture conservation
- Fluency in Portuguese and English
- Able to travel one week a month
- Driving license and own vehicle (travel costs to be covered by project)

### **Location**

Home-based in Portugal, with monthly trips to project area (border area with Spain)

### **Salary and benefits**

Approximately 2100€/monthly gross. Travel expenses covered by the VCF

### **Start Date**

1st October 2022

### **How to apply**

Please send your CV and cover letter in English to [recruitment@4vultures.org](mailto:recruitment@4vultures.org) in one single PDF (please give your name to the pdf file).

Please include in the email subject: LIFE Aegyptus Return Project Manager Application

**Deadline**

Thursday 4 August at 23:59 CET. Applications received after the closing date will be automatically discarded.