WWF Adria Mura-Drava-Danube Biosphere Reserve Project Manager

Position title: MDD Project Manager
Reports to: WWF Adria Freshwater Program Manager
Location: Zagreb, Croatia
Engagement: Full time position, fixed term contract

WWF is one of the world’s leading non-governmental and non-profit organizations for nature conservation. WWF has been established in 1961, and has representative offices in over 100 countries across the globe and approximately 7000 employees. The organization is proud of its supporters of over five million people.

WWF Adria is representing WWF within the countries of Western Balkans with approximately more than 40 employees. It operates through a WWF Adria office in Zagreb (Croatia), WWF Adria-Serbia office in Belgrade, and partner organizations and consultants within the rest of the region. To implement its conservation goals WWF Adria operates in the structure of different programmes (Marine, Freshwater, Protected Areas & Governance and Wildlife) which are contributing to protection of different ecosystems or to the improvement of governance of protected areas within the Protected Areas & Governance Programme.

As an international organization, we support a working environment of diversity based on justice and mutual respect. We therefore welcome every application - regardless of ethnic, social and national origin, gender, religion, age, disability, sexual orientation, marital status and political views.

Major Functions:

1) Supports development and implementation of program’s strategy for WWF Adria
2) Supports integration of program into relevant Practice and other global/European initiatives and projects
3) Responsible for project monitoring, reporting, implementation and supports program manager in reporting at program level
5) Direct people management of project team
6) Identifies adaptive management strategies for the project and implements them
7) Builds partnerships with organizations working on the project

Details duties and responsibilities:
• Engages in the implementation of WWF Adria’s strategy for Mura-Drava-Danube Biosphere Reserve;
• Maps key stakeholders and targets in specific sectors relevant for MDD (agriculture, forestry, water management, nature conservation); develops and implements stakeholder engagement plans to develop relationships and secure opportunity to influence;
• Responsible for implementation of the project “Restoring the Amazon of Europe” in close collaboration with program manager and other members of the team which includes: effective project management of the MDD project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs;
• Leads on preparation of three replicable nature-based restoration models (wet grassland, floodplain forest, reconnecting side branches) while supported by external expert and Restoration & Monitoring Coordinator and project partners;
• Leads on the preparation of the knowledge exchange/capacity building activities while supported by Restoration & Monitoring Coordinator and project partners;
• Manages partners, consultants, sub-contractors engaged on projects to ensure high quality performance and delivery of results, in accordance with WWF values, procedures and guidelines;
• Strengthens direct collaboration with the local authorities in MDD area, building and managing relationships with local communities which will be engaged in project implementation while actively involved in restoration activities from initial stages (supported by project partners);
• Leads the content/technical development of funding proposals and reporting and identification and relation building with potential project partners, cooperating with senior management and administration teams in preparing submissions; participates and supports preparation of NbS project proposals and reports in the MDD;
• Participates and represents WWF Adria at expert meetings and conferences internationally, regionally and nationally and other initiatives to promote and MDD results;
• Adheres to WWF Adria quality assurance framework, operational guidelines, and administrative procedures;
• Closely collaborates with the Freshwater Program Manager and/or Conservation Director who should support the RTF establishment as well as policy activities on MDD level while being focused on NbS;

**Required Qualifications**

• Minimum of five years of work experience in project cycle management, preferably managing environmental projects with broad knowledge of the Adria region geography, societies, economies, politics and pertinent issues of conservation and development
• Minimum a University degree in one of the following: environmental management, natural sciences, or business degree. Master’s degree would be considered as asset

**Required Skills and Competencies**

• Demonstrated leadership, management and administrative skills.
• Ability to think critically and synthetically across fields and topics related to sustainable development and climate change in the MDD area.
• Excellent oral and written Croatian/Serbian and English communication skills are required.
• Ability to work in a dynamic environment with local partners, governmental, NGOs, community groups, and other stakeholders
• Good inter-personal and organizational skills, including self-motivation and an ability to initiate actions and to follow through to satisfactory completion
An ability to work under pressure and meet deadlines.
Good team work skills; ability to work independently and deliver results.
A good level of computer literacy, especially proficiency in online learning management platforms, also computer literacy in word-processing, budget and spreadsheet
Understanding and applying WWF social and environmental safeguards
Aligning with the core values of the WWF: courage, collaboration, respect and integrity
Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

Information and procedure

Are you interested in this position and do you recognize yourself in the above profile? Then we invite you to express your interest until May 20th 2023 by sending an e-mail with motivation letter and CV in English with list of two references to jmarkovic@wwfadria.org and titled „MDD Project Manager “. Please note that you should sign CONSENT and send us together with all other document. Only candidates selected for interviews will be contacted, and for selected candidates interview will be held virtually.