



Terms of Reference

for a

MIO-ECSDE Environment and Water Policies Officer

Duty Station:	Athens, Greece (with national and international travel)
Duration:	One-year contract with possibility for extension
Occupation:	Full time engagement
Suggested Grade:	Environment and Water Policies Officer (Junior)

The position reports to the MIO-ECSDE Head Officer.

Background and Scope of Position

The Environment and Water Policies Officer will be engaged in the overall environmental and water scientific, policy and advocacy work of MIO-ECSDE (in particular on water and wastewater issues, renewable energy, adaptation to climate change, and conservation policies).

Job Profile

Primary responsibility will be the following of EU water, wastewater, adaptation to climate change and renewable energy policies, research, planning and creation of relevant position papers and policies of MIO-ECSDE, enhancing science & technology / policy interface and contributing to relevant MIO-ECSDE projects. Local and international travels may be required.

The main duty and responsibilities are:

- 1. Reviewing and commenting EU and international policies and strategies (in particular on water and wastewater issues, renewable energy, adaptation to climate change and conservation policies) in view of formulating and drafting relevant MIO-ECSDE position papers and policies**
- 2. Representation of MIO-ECSDE in international meetings and events on relevant issues**
- 3. Drafting project proposals and contributing to relevant publications**
- 4. Values and Ethics**

The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying MIO-ECSDE values and ethics. He/she should be a good team player. Communications must remain neutral with regard to the geo-political/political and security related sensitivities of the MIO-ECSDE projects' beneficiary countries.

5. Qualification and other Requirements

Education: First Academic Degree on Natural Sciences or Engineering, Master's Degree related to environmental and/or water issues, including on environmental, science and/or technology policies.





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Experience: At least five years of working experience or a PhD on environmental and/or water issues is required. Familiarity with technology policies is also desired. Candidate should be able to work independently –with minimum supervision and guidance from supervisors. A good understanding of the socio-economic and political background in Europe and the Mediterranean is an asset as is also working experience in an international academic institution or NGO. The candidate should have experience of at least one policy related paper drafted and of at least two project proposals submitted either directly or as a member of the submission team on related thematics.

Skills: Excellent written and oral English communication skills are required. Knowledge of French and Arabic is an asset. Excellent e-skills, including the ability to use modern office technology and related software. Practical knowledge of word processing, spreadsheet, and presentation software is required. Ability to do internet research, compile information and find solutions online to information gaps is essential. He/she should have advanced working knowledge of MS Office (Word, Powerpoint, Excel).

Other competencies: Ability to:

- Coordinate well with diverse individuals and teams and work effectively with colleagues and stakeholders to achieve results.
- Apply principles of ethics, transparency and non-discrimination.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favoritism.
- Fulfill all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Be open to change and ability to receive/integrate feedback.

6. Foreseen annual gross remuneration: from 20000 eur to 26000.

7. Evaluation procedure:

An Evaluation Committee will examine the CVs and motivation letters/videos received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation without notification. Only shortlisted candidates will be contacted for an interview. Applicants called to an interview may be requested to submit proof of their declared qualifications.

For further information or clarification for the post please contact Ms. Anastasia Roniotes, Head Officer, [roniotes\[at\]mio-ecsde.org](mailto:roniotes[at]mio-ecsde.org).

8. About MIO-ECSDE:

MIO-ECSDE is a non-profit Federation of 128 Mediterranean Non-Governmental Organizations (NGOs) working in the fields of Environment and Development in 27 countries of the Euro-Mediterranean area. Our mission is to protect the Natural Environment and Cultural Heritage and promote Sustainable Development in a peaceful Mediterranean by bringing together the efforts of environmental and developmental NGOs.

In co-operation with governments, international organisations, other socio-economic partners and networks, MIO-ECSDE plays an active role furthering synergies and strengthening public participation in the Mediterranean Region and its countries. Read more about our activities, projects and deliverables at www.mio-ecsde.org

