



Mediterranean Information Office
for Environment, Culture & Sustainable Development
The Mediterranean NGO Federation for Environment and development

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CALL for the recruitment of a Head of Finance and Administration Department (HoFAD) 2nd Announcement

MIO-ECSDE, is seeking to hire a Head of Finance and Administration for its Athens based Secretariat. Details about the post are provided in the **Terms of Reference in Annex I**.

Type of Contract: Employment Contract (fixed term)

Duration: 1 year to start and following positive evaluation, annual renewable contracts

Station: Athens, Greece

Occupation: Full time,

MIO-ECSDE is a civil non-profit society registered in Greece. It is a Federation of 134 Mediterranean Non-Governmental Organizations (NGOs) working in the fields of Environment and Development in 28 countries of the Euro-Mediterranean area. Its 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 cooperation 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.

The values of the MIO-ECSDE are fully harmonized with the Accountability Commitments of the Global Standard for CSO Accountability <https://mio-ecsde.org/about-us/our-accountability/>.

The seat of the organization is in Athens, Greece, at 12, Kyrristou str and Mnisikleous.

The objectives of MIO-ECSDE include: promoting synergies and cooperation on issues related to the environment and sustainable development in the Mediterranean; promoting research, studies and education for sustainable development; planning and implementing and/or supporting related programs and projects, of relevance to the Mediterranean region.

In order to achieve them, Senior Management and the employees are committed to the following: design and implementation of programs that address the challenges in environmental integrity and sustainable development of the Mediterranean region, within specified timeframes and budgeted costs; preparation of integrated training programs to meet educational and capacity needs of the Mediterranean peoples to be able to contribute to the protection of the environment and cultural heritage of the region through the appropriate channels; compliance with the requirements and procedures of the MIO-ECSDE Quality Management System; monitor and assess progress and impact based on specific indicators; continuous improvement of the effectiveness of the Quality Management System

MIO-ECSDE operates also as a Host Organization for other International Environmental Organizations, offering them legal status and support in the management of Financial, Admin and



tax-related procedures. MIO-ECSDE has been hosting the Global Water Partnership - Mediterranean since 2002. For more information on current projects and activities please visit www.mio-ecsde.org.

1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I.

Interested candidates can apply by sending an e-mail to procurement@mio-ecsde.org with the indication "Application for MIO-ECSDE Head of Finance and Administration Department" in the subject, attaching the following documents:

- **A Motivation letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position's needs. Contents should focus on the background and experience relative to the position's requirements. The motivation letter should be 1 page max.
- **Their detailed CV**, including past experience in similar posts and contact details for reference.

Incomplete applications will not be considered. Please make sure you have provided all requested information. Application deadline: 9 February 2024

2. Evaluation Procedure

Applications will be examined by an Evaluation Committee.

The committee will examine the submitted CVs and motivation letters received by the deadline in relation to the qualifications listed in the TORs. Applications that do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee may decide to hold personal interviews with applicants. Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications.

For further information or clarifications please contact Ms Bessie Mantzara: mantzara@mio-ecsde.org

Athens, 23 January 2024

The Chairman of MIO-ECSDE

Prof. Michael Scoullas