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

12, Kyrristou str. 105 56, Athens, Greece
T: +30210-3247490 | 0030-210-3247267
F: 0030-210-3317127
E: info@mio-ecsde.org
W: www.mio-ecsde.org

# Terms of Reference
## for a
## MIO-ECSDE Environment Programme Officer

*(November 2026)*

**Location:** Athens, Greece (Office based)
**Duration:** Contract for six-month trial period. Renewal upon successful evaluation.
**Travelling:** Ability to travel as needed to support project requirements
**Occupation:** Full time engagement
**Suggested Grade:** Mid-level MIO-ECSDE Officer

The position reports to the MIO-ECSDE Head Officer.

### Scope of Position

The Programme Officer will be engaged in project management, administration and development work within specific projects of the current MIO-ECSDE project portfolio (see https://mio-ecsde.org/projects/) under the direct supervision of Senior MIO-ECSDE Officers. Closely monitoring related EU, Mediterranean and global environmental policy will also be required, as well as contribution to the drafting of project proposals. Eventual representation of MIO-ECSDE in international meetings and events on relevant issues may also be required.

*Senior project managers (>8 years of experience) are considered over-qualified for the position and may not be taken into consideration.*

### Job Profile

The position requires some applied project management skills on environment and sustainable development (e.g. EU LIFE, Horizon Europe, Interreg, CBC, GEF, etc.), experience in partnering and working with various stakeholders, multi-tasking abilities, interpersonal skills, and attention to detail and timelines. This entails capacity to implement, monitor, report and follow-up project activities and work packages, and to prioritize and work under pressure.

The Programme Officer would be responsible for the day-to-day implementation of the assigned tasks and delivery of outputs, assisted by senior staff. Her/His work should ensure that results are of the required standard of quality, within the specified timeframe and budget. Local and international travels may be required. More specifically, the tasks to be undertaken can be summarized as follows:

- Monitoring the progress of projects assigned and adhering to the planned implementation schedules.
- Adherence to the project work programme, identifying deviations from planning, their causes and proposing preventive and corrective actions.
- Controlling project deliverables according to the agreed specifications while adhering to project/donor visibility and publicity rules.
- Financially monitoring the assigned projects, in cooperation with the Head of the MIO-ECSDE Finance and Administration department.
- Maintaining project records and contributing to administrative and reporting requirements.

12, Kyrristou str. 105 56, Athens, Greece
T: +30210-3247490 | 0030-210-3247267
F: 0030-210-3317127
E: info@mio-ecsde.org
W: www.mio-ecsde.org

- Supporting outreach and communication activities.
- Supporting the organization of workshops and events, including agenda development, background documentation, facilitation, and reporting.
- Contributing to the drafting of project proposals.
- Representation of MIO-ECSDE in international meetings and events on relevant issues.

**Values and Ethics**

The candidate should have a 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 (see https://mio-ecsde.org/about-us/our-accountability/). 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.

**Qualifications and other Requirements**

- ***Required***

*Education:*

- First Academic Degree on Natural Sciences, Environmental Sciences, Studies or Engineering, or equivalent (study and graduation year to be indicated)
- Master's Degree related to environmental and/or circular economy issues, including on natural resources management, sustainable development, other relevant (study and graduation year to be indicated)

*Experience:*

- At least four years of working experience
- At least one year of experience in an international project with English being the working language
- At least two years of experience in EU (or other - preferably international) funded project administration (submission, monitoring and reporting)
- Team member in at least two environmental management projects including but not limited to: biodiversity, pollution, natural resources management, circular economy, climate change

*Skills:*

- Excellent written and oral English communication skills (CEFR C1 or C2). Proficiency will be specifically evaluated during the selection process, which may include written and/or oral assessments.

- ***Desired***
  - Knowledge of French and/or Arabic
  - Good understanding of environmental policy affecting the Mediterranean eco-region
  - Experience in an international institution or Non-profit, Non-governmental organisation
  - Excellent e-skills, including practical knowledge of state-of-the-art office technology and related software
  - Ability to work independently – while remaining receptive to supervision and guidance
  - Good understanding of the socio-economic and political background in Europe and the Mediterranean

12, Kyrristou str. 105 56, Athens, Greece
T: +30210-3247490 | 0030-210-3247267
F: 0030-210-3317127
E: info@mio-ecsde.org
W: www.mio-ecsde.org

**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 any kind of harassment.
- Demonstrate adaptability and effectively incorporate feedback.

**Foreseen annual gross remuneration:** from 20.000 to 25.000 eur.

**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, info[at]mio-ecsde.org.

**About MIO-ECSDE:**

MIO-ECSDE is a non-profit Federation of 136 Mediterranean Non-Governmental Organizations (NGOs) working in the fields of Environment and Development in 28 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