



The European Association for Information on Local Development (AEIDL) is looking for highly motivated new talents in nature, biodiversity, environment, climate change and quality control.

General Coordinator

AEIDL is looking for a highly qualified expert having carried important responsibilities in his/her profession, with evidenced management/supervisory skills.

S/he shall have a proven professional experience in managing international projects and/or programmes of at least 5 years, preferably at EU level, and at least two years' experience in managing large groups (25 or more staff members).

S/he shall carry out the following tasks:

- Supervise and manage the timely delivery of quality work of all parties involved;
- Work together with the Sectoral Coordinators;
- Act as a single contact point to the client for all issues of a generic and strategic nature;
- Participate in meetings, upon request;
- Provide feedback, both to the client and the Sector Coordinators.
- S/he shall be able to work full time for the contract in Brussels.
- Excellent level of English, both written and spoken.

Sector Coordinator Environment

AEIDL is looking for a qualified expert with experience in the field of environment and resource-efficiency projects and related governance and information projects in the field of environment and resource-efficiency.

S/he must have proven experience in management/supervisory skills.

S/he must have at least 5 years proven professional experience in the field of the projects that he/she will monitor as well as a proven experience in project and/or programme management, including financial aspects. In addition, he/she will have at least 2 years' experience in managing groups of experts of 5 or more staff members. Excellent level of English, both written and spoken.

The sector coordinator shall :

- provide general coordination in their area of competence;
- organise regular meetings with the client, to report on on-going activities.
- supervise and manage the timely delivery of quality work in the specific field falling under his/her responsibility;

- provide quality control;
- identify risks and propose solutions to problems, bottlenecks, etc.;
- facilitate practical arrangements for any required meetings and missions of their teams (e.g. the Contractor's monitoring team, communication team),
- work together with the General Coordinator.

Sector Coordinator Nature

AEIDL is looking for a qualified expert with experience in the field of nature and biodiversity projects and related governance and information projects in the field of nature and biodiversity.

S/he must have proven management/supervisory skills.

S/he must have at least 5 years proven professional experience in the field of the projects that he/she will monitor as well as a proven experience in project and/or programme management, including financial aspects. In addition, he/she will have at least 2 years' experience in managing groups of experts of 5 or more staff members. Excellent level of English, both written and spoken.

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- provide quality control;
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- facilitate practical arrangements for any required meetings and missions of their teams (e.g. the Contractor's monitoring team, communication team),
- work together with the General Coordinator.

Sector Coordinator Climate Change

AEIDL is looking for a qualified expert with experience in the field of climate change adaptation and mitigation projects and related governance and information projects in the field of climate change adaptation and mitigation.

S/he must have proven experience in management/supervisory skills.

S/he must have at least 5 years proven professional experience in the field of the projects that he/she will monitor as well as a proven experience in project and/or programme management, including financial aspects. In addition, he/she will have at least 2 years' experience in managing groups of experts of 5 or more staff members. Excellent level of English, both written and spoken.

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- organise regular meetings with the client, to report on on-going activities.
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- provide quality control;
- identify risks and propose solutions to problems, bottlenecks, etc.;
- facilitate practical arrangements for any required meetings and missions of their

- teams (e.g. the Contractor's monitoring team, communication team),
- work together with the General Coordinator.

Sector Coordinator NGO grants

AEIDL is looking for a qualified expert with experience in the field of NGO grants, with management/supervisory skills. S/he must have at least 5 years proven professional experience in the field of the projects that he/she will monitor as well as a proven experience in project and/or programme management, including financial aspects. In addition, he/she will have at least 2 years' experience in managing groups of experts of 5 or more staff members. Excellent level of English, both written and spoken.

The sector coordinator shall :

- provide general coordination in their area of competence;
- organise regular meetings with the client, to report on on-going activities.
- supervise and manage the timely delivery of quality work in the specific field falling under his/her responsibility;
- provide quality control;
- identify risks and propose solutions to problems, bottlenecks, etc.;
- facilitate practical arrangements for any required meetings and missions of their teams (e.g. the Contractor's monitoring team, communication team),
- work together with the General Coordinator.

Sector Coordinator Finances/audit

AEIDL is looking for a qualified expert with experience in the field of Finances/Audit, with management/supervisory skills. S/he must have at least 5 years proven professional experience in the field of the projects that he/she will monitor as well as a proven experience in project and/or programme management, including financial aspects. In addition, he/she will have at least 2 years' experience in managing groups of experts of 5 or more staff members. Excellent level of English, both written and spoken.

The sector coordinator shall :

- provide general coordination in their area of competence;
- organise regular meetings with the client, to report on on-going activities.
- supervise and manage the timely delivery of quality work in the specific field falling under his/her responsibility;
- provide quality control;
- identify risks and propose solutions to problems, bottlenecks, etc.;
- facilitate practical arrangements for any required meetings and missions of their teams (e.g. the Contractor's monitoring team, communication team),
- work together with the General Coordinator.
- ensure the coordination and quality control relating to financial issues in particular as concerns the evaluation of financial reports;
- draft financial guidelines and key documents/templates for the use of beneficiaries and monitors and keep up to date any financial information flow needed;
- he/she should be the centre of financial expertise and ensure that monitors are continuously trained and updated on instructions and guidelines on financial matters, and that the approach to financial monitoring is coherent across the team.

Experts on Climate Change issues/policies

Qualified expert recruited for his/her experience in the field of Climate change. He/she must have at least 3 years of proven professional experience in communication and a good

knowledge of the field of the projects he/she will be responsible for.
Excellent level of English, both written and spoken.

Journalists with experience in Climate Change issues

AEIDL is looking for a journalist with experience in climate change issues, and policy, preferably at EU level.

S/he must have at least 3 years of proven professional experience in journalism and a good knowledge of Climate change issues and policies. English mother tongue or equivalent.

Journalists with experience in Nature and Biodiversity issues

AEIDL is looking for a journalist with experience in nature and biodiversity issues, and policy, preferably at EU level.

S/he must have at least 3 years of proven professional experience in journalism and a good knowledge of nature and biodiversity issues and policies. English mother tongue or equivalent.

Journalists with experience in Environmental issues

AEIDL is looking for a journalist with experience in environmental issues, and policy, preferably at EU level.

S/he must have at least 3 years of proven professional experience in journalism and a good knowledge of environmental issues and policies. English mother tongue or equivalent.

Expert Quality Control and Management

AEIDL is looking for a qualified expert recruited for his/her experience in the field of quality control and quality management. S/he must have at least 3 years of proven professional experience in quality control and management. Excellent level of English, both written and spoken.

Please send your CV (in EuroPass format preferably) to cv@aeidl.eu