



Open position

Reference number: 2008/35

Organisation: Regional Environmental Center for Central and Eastern Europe (REC), Head Office

Position: *Expert - Environmental Programmes*

Area of expertise: Information

Position in the organisation: See Organisational Chart

Immediate supervisor: Deputy executive director - Environmental Programmes (DED-EP)

Supervisory responsibility: project staff as and when assigned

General responsibilities

The expert is responsible for managing and supporting projects related to providing and promoting environmental information access in a timely and cost-efficient manner. For this particular position we seek a dynamic, diligent and experienced individual to coordinate REC's role within several EC-financed projects concerning sustainable urban transport. Responsibilities will range from serving as "work package (WP)" leader and manager of the REC's role within the relevant international consortia to supporting on REC's behalf other European consortium partners in their role as WP leaders. The expert will likely manage multiple projects, depending on their complexity, and may supervise assigned project staff. The expert may also have to provide support to other in-house projects and the assigned staff. He/she will also be responsible for developing new projects, respective budgets, proposing project teams, and handling day-to-day relations with clients, donors, beneficiaries, and outside partners.

Experience and skill level required

- Experience in information management.
- Five (5) to ten (10) years of project management experience, including budgeting and business development.
- Demonstrable experience in the fields of sustainable urban transport and energy use/efficiency and related international policy.
- Excellent information and task-management skills.
- Excellent communication skills (both written and spoken) in international settings.
- Knowledge of one or more languages other than English is an asset.
- Ability to work in a multi-cultural environment and be a team player.
- Office management skills, including computer literacy.
- Availability to travel regularly.



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Education

University degree in a relevant field dealing with information and/or transport (e.g. BA, business management, international relations, any communications-related degrees)

This full-time position is based at the REC's head office in Szentendre, Hungary (20 km north of the Hungarian capital of Budapest).

*Interested candidates should send a detailed CV and a motivation letter in English outlining their interest and qualifications for the position (if applying by e-mail, please indicate the position reference number in the subject line) by **January 5, 2009** to:*

Ms. Iona Docze

Human Resources Department
Regional Environmental Center for Central and Eastern Europe
H-2000, Szentendre, Ady Endre út 9-11.
Fax. +36-26-311294, **e-mail: recruitment@rec.org**

Only suitable candidates will be contacted.