



THE REC COUNTRY OFFICE CROATIA IN ZAGREB  
SEEKS TO RECRUIT  
A FULL-TIME PROJECT MANAGER FOR A DEFINITE PERIOD

The Project Manager is in charge of the following tasks:

- Developing local projects in compliance with the REC requirements and contributing in the fundraising efforts,
- Independent management of local projects, managing the project files and project reporting,
- Administering NGO grants programs,
- General office duties, as necessary
- Assisting in the implementation of Head Office projects and programs, and of other tasks entrusted by the Country Office Director

Expected start of employment: **January 2009**

Main place of work: Zagreb. Willingness to travel extensively.

We are looking for a candidate with:

- At least 3 years of relevant practical experience,
- University degree, preferably environmental education or equivalent,
- Good command of the English language, native Croatian speaker,
- Extensive knowledge of project cycle management,
- Ability to work independently, function well in teams and multicultural environments
- Well developed organisational, communication and presentation skills,
- Computer literacy.
- Previous work experience in environmental/nature protection sector and knowledge of Croatian civil society will be considered advantageous.
- Experience in provision of trainings for various stakeholder groups (e.g. NGOs, local authorities) will be considered an asset.

We offer:

- a competitive remuneration package, fully in accordance with Croatian legislation, and a full-time employment for an initial period of 1 year
- possibility of permanent employment in case of satisfactory performance
- work in a challenging international environment, with a team of international and Croatian environmental professionals
- short orientation training provided in REC Head Office in Hungary, at the beginning of employment.

We will be happy to receive your letter of application, with a CV in English at:

**REC Country Office Croatia, Đorđićeva 8a, 10000 Zagreb,**

fax: **01/4810 844**, or e-mail: [rec@rec-croatia.hr](mailto:rec@rec-croatia.hr),

with the following reference: "**Project Manager / Voditelj projekata**",  
latest **by 19 December 2008**.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED !**