

## Project Officer

### Polar and Nexus Initiatives

#### Description

The **Prince Albert II of Monaco Foundation** was established in June 2006 to protect the environment and promote sustainable development at local and global level.

Since then, active all over the world, the Prince Albert II of Monaco Foundation has sought to bring together scientists, political leaders and economic and civil society stakeholders to protect the environment and promote sustainable development. Active at all levels, the Foundation focuses its actions on three main areas: limiting the effects of climate change and promoting renewable energies, preserving biodiversity, and managing water resources and combating desertification. The Foundation works in three main geographical areas: the Mediterranean Basin, the Polar Regions and the Least Developed Countries.

The Foundation's long-term action has led to some encouraging successes, safeguarding endangered species, improving living conditions in rural communities or implementing new sustainable and ethical solutions for the protection of the environment.

To carry out its mission, the Foundation relies on three instruments: a regular call for projects open to all stakeholders – projects are technically and scientifically screened and then presented to the Board for review and approval; a series of focused initiatives, co-designed and implemented in collaboration with relevant partners; and targeted and specific convening, campaign and policy actions to raise awareness, influence the global dialogue and facilitate partnerships.

More info at: <https://www.fpa2.org/en/index>

The **Polar Initiative and the Nexus Initiative** are two new initiatives endorsed by the Foundation's Board of Directors in October 2021. On one hand, [The Polar Initiative](#) will take a leading role in some of the challenges related to the understanding and protection of polar ecosystems, with the objective to generate greater influence and impact to benefit the protection of the polar regions. The initiative is initially built as a 4-year programmatic effort (2022-2025) and targets areas of traditional interest to the Foundation and in line with its potential for influence and impact: science, policy, capacity building and conservation action. On the other hand, building upon the positioning of the Foundation on addressing both biodiversity loss and climate change as well as its credibility on Ocean issues, the Nexus Initiative will proactively engage in generating constructive knowledge and action in favor of coastal and marine nature-based solutions with a view to enhance resilience of coastal and marine ecosystems to benefit the wellbeing of communities and societies. The initiative will focus on 4 areas of work: enhancing visibility of coastal and marine resilience solutions ; campaigns and advocacy to spur policy change; advancing technical/scientific knowledge; and redirecting the global finance system towards resilience.

#### The Role

As a member of the Projects & Initiatives Team, working in close collaboration with the Initiatives Coordinator, you will be responsible for coordinating and supporting the implementation of the Polar Initiative and the Nexus initiative. You will have the following key responsibilities, shared on average 50-50 between the two initiatives:

1. Design of the Action Plan of the initiatives
  - Revisit the draft 4-year Action Plan with regular updates, fine-tuning and revisions
  - Translate the Action Plan into concrete yearly workplans of activities, and corresponding budgets and operational modalities, including identification of stakeholders for implementation of the activities
  - Identify, as relevant, potential additional partners, whether technical or financial, for the initiatives
  - Act as Secretary for the Steering Committee of the Initiative, organize and prepare the meetings of the Steering Committee and follow up on its recommendations
  
2. Implementation of the initiatives' activities as per approved workplan
  - Prepare concept notes and/or terms of reference for the various activities planned and approved
  - Support and/or organize the delivery of the activities
  - Oversee and coordinate the initiatives' various events [in collaboration with the PA2F events team as well as the communication team]
  - Develop and maintain close working relations with partners of the Initiative, identify collaborative actions within the framework of the Initiative
  - Ensure linkages between the two Initiatives and with the Foundation's other initiatives, as relevant.
  - Support the pre-selection, assessment and monitoring of projects funded under the regular Call for Projects and feeding into the objectives of the two initiatives with a view to generate synergies and collective impact [in collaboration with the other colleagues of the PA2F Projects & Initiatives team]
  - Provide technical guidance to partners and PA2F governing bodies on polar issues and Climate-Ocean-biodiversity issues
  
3. Reporting and communication
  - Monitor technical and financial progress of the workplan and action plan
  - Document lessons learned, outputs and impacts and, as appropriate, contribute to the PA2F IMPACT magazines, annual reports, impact reports and/or other publications.
  - Consolidate inputs and prepare progress reports, including updates to the Board of Directors and the Scientific and Technical Committee, both meeting twice a year.
  - Carry out communication and visibility activities, together with partner organizations and in collaboration with the PA2F communication team.
  - Maintain and regularly update the initiatives' web pages [in collaboration with the PA2F communication team]
  
4. Support to overall PA2F work
  - Participate in weekly meetings of the Projects & Initiatives Team, and monthly coordination meetings focused on the PA2F's initiatives, provide feedback and inputs to enhance the delivery of the PA2F's other initiatives and explore synergies with the other initiatives, as appropriate.
  - Support the delivery of PA2F activities and convening actions such as the Monaco Ocean Week and/or side events at appropriate international conferences, in reference to the themes and objectives of the two initiatives.

## Desired profile

1. Qualifications
  - Master degree in a relevant field relating to climate change, sustainable development, or environmental protection [Master degree in other related fields can be considered, depending on experience]
2. Technical expertise
  - At least 5 years of experience in project development and/or project management in the field of environmental protection and/or sustainable development at the international level and with multi-stakeholder involvement
  - Demonstrated organizational skills, ability to work effectively under minimal supervision, ability to multi-task, and effectively meet multiple, and sometimes urgent, deadlines..
3. Language skills
  - Excellent English and French communication skills (oral and written).
4. Interpersonal skills and cultural awareness
  - A proactive and positive team player able to work effectively in a multicultural environment, with great initiative
  - Ability to mobilize and federate different actors around collaborative activities
  - Autonomy, pragmatism and proactivity
  - Knowledge of Polar issues and Ocean-Climate nexus is an advantage.

## Terms and conditions

Contract type and duration: Full time permanent contract [CDI]

Start date: as soon as possible

Workplace: Monaco

Remuneration: according to profile and experience

## Application procedure

Send CV and cover letter detailing your skills, experience and interest in this position by 30th June 2022.

Hard copies of applications will not be accepted. Only electronic submission will be considered. Applicants must send CV and cover letter to: [recrutement@fpa2.org](mailto:recrutement@fpa2.org)