



## Senior Project Manager

Zoi Environment Network

<b>Starting date:</b>	01 September 2019
<b>Contract type:</b>	100%
<b>Salary:</b>	Competitive with NGOs based in Switzerland, commensurate with skills and experience
<b>Location:</b>	Geneva, Switzerland
<b>Closing date:</b>	14 June 2019

### Description

Zoi Environment Network (Zoi) is a Swiss non-profit organization that helps to build sustainable societies through informed analysis, visual communication, design and action. Zoi provides expert services that contribute to our mission to making environmental information available and useful for decision-making. We analyze information, produce communication tools, and facilitate dialogue and training across a wide range of global environmental issues. Our core topics include climate change, biodiversity, water, chemicals and waste, security and conflict, and access to information. Zoi supports development projects of the United Nations, Switzerland, the European Union and other public sector players globally, in Central Asia, China, the Caucasus, Eastern Europe, Middle East and the Balkans. Founded in 2009, Zoi has an average annual turnover of 1.5 million CHF, and our core team consists of 15 people, complemented by a global network of associated experts. Please visit [www.zoinet.org](http://www.zoinet.org) for more information.

We offer flexible and creative working environment in a small dedicated team based in the international environmental hub of Geneva.

Reporting to the Director, the Senior Project Manager is responsible for implementing projects and contributing to the consolidation and expansion of our project portfolio especially related to environmental dimensions of the Belt and Road initiative, and sound management of chemicals. S/he will also play a critical role in forging partnerships and mobilizing new resources.

### Responsibilities

#### Project Management

1. Lead and implement assigned projects, respecting agreed outputs, timelines, budgets and reporting requirements of donors as well as Zoi internal procedures
2. Identify and develop new projects with donor agencies (including foundations), partner organizations and country stakeholders
3. Travel (mainly short-term) to project locations and meetings with partners
4. Coordinate colleagues and external consultants involved in project development and implementation

5. Organize and facilitate workshops, stakeholder consultations and policy dialogue meetings on environmental issues

### **Analysis & Communication**

6. Analyze the global environmental agenda and provide inputs for strategic positioning of Zoï with regards to our mission and core competencies
7. Analyze environmental information and help translating it into attractive and relevant (including visual) format for decision-makers, in cooperation with graphic designers, cartographers, film-makers and writers / editors
8. Ensure the high quality of analytical reports, assessments, strategies, visual communication products and other project outputs

### **Partnerships**

9. Manage relationships with partner organizations and expand partnerships and funding opportunities with clients in the global environmental community, especially related to collaboration with China.
10. Work collaboratively with other members of the team to enhance synergies across projects

### **Profile**

- ◆ Advanced university degree in environmental policy, environmental economics, environmental engineering, or a similar field. Demonstrated interest in environmental sustainability and proven analytical and communication skills are essential.
- ◆ At least 10 years of experience in project and people management in an international / development cooperation setting, including quality control, reporting and mobilizing project funding. Good understanding of the United Nations and the non-profit sector, and working experience in the private sector are an asset.
- ◆ Demonstrated knowledge of the environmental dimensions of the Belt and Road initiative - in particular the institutions in China, as well as the global chemicals agenda
- ◆ Entrepreneurship and independent thinking in developing projects and establishing partnerships
- ◆ Strong coordination and team work skills; experience in planning and facilitation of meetings is an asset
- ◆ Fluency in English and Chinese (Mandarin), with demonstrated oral and written expression skills.
- ◆ Full command of basic IT tools such as MS Office
- ◆ Ability to undertake and interest in travel to project locations

### **Applications**

Interested applicants with the required profile are invited to submit a CV (max 2 pages) and a cover letter (max 1 page), in English and by email only to: [recruitment@zoinet.org](mailto:recruitment@zoinet.org) by 14 June 2019. Please note that only shortlisted candidates will be contacted.