

**The European Forest Institute  
is now seeking a  
Administrative Officer to support EUFORGEN coordination  
at EFI Barcelona**

The European Forest Institute (EFI) is an international organisation with 29 member countries and around 120 associate and affiliate member organisations. EFI undertakes forest research and policy support at pan-European and global level, with headquarters located in Joensuu, Finland. EFI has its other main offices in Barcelona, Bonn and Brussels. The Institute has app. 100 staff members and has an annual turnover of app. 15 million Euros. Further information about the organisation is available at [www.efi.int](http://www.efi.int).

The European Forest Genetic Resources Programme (EUFORGEN) is an international cooperative programme promoting the conservation and sustainable use of forest genetic resources in Europe. EUFORGEN was established in 1994 as an implementation mechanism of the FOREST EUROPE process. EUFORGEN is financed by its member countries and coordinated by EFI. The Programme brings together experts from the member countries to exchange information and experiences, analyse relevant policies and practices, and develop science-based strategies, tools and methods for better management of forest genetic resources in Europe. Further information about the programme is available at [www.euforgen.org](http://www.euforgen.org).

The incumbent will lead all administrative tasks for the EUFORGEN secretariat and related projects.

**Key responsibilities will include:**

- Logistic organization of events and provide travel arrangement support.
- Coordinate and monitor all aspects of financial planning and monitoring.
- Coordinate and monitor procurement and contracting process.
- Provide project management support.
- Maintain official correspondence with implementing agencies, national authorities and International organizations.
- Support the maintenance of EUFORGEN and related projects' websites.
- Maintain and update internal information systems and databases.

**Qualifications:**

- At least 5 years relevant experience.
- Degree in Business Management or related field or working experience in an equivalent position.
- Experience in all aspects of event, planning and management.
- Ability to multi-task and work under pressure, ability to be flexible as part of a small team.
- Good interpersonal skills and proven intercultural competence with demonstrated ability of working in multi-disciplinary, international teams and environments.
- Excellent Microsoft Office skills.
- Experience in budget management are an asset
- Very good command of both written and spoken English.

**Duty Station**

The position will be based at EFI's Office in Barcelona, Spain.

### **Employment Conditions**

The employee will be an EFI staff member. A fixed term appointment of 3 years, with the possibility for extension and subject to a 6-month probationary period.

This position offers a challenging opportunity to work within a stimulating international environment.

This position will require occasional travels within Europe.

Interested candidates are requested to send (in English) a CV including copies of academic degree certificates/diplomas with a motivation letter by **20th April 2020**, using our [online](#) application form.

For more information about the post, please contact Michele Bozzano, EUFORGEN Coordinator: [michele.bozzano@efi.int](mailto:michele.bozzano@efi.int).

EFI is an equal opportunity employer. All applications will be treated confidentially.

Please note that only candidates that have been shortlisted for interview will be contacted.