

**The European Forest Institute  
is now seeking a  
Office Manager  
at the EFI Rome Office, Italy**

The European Forest Institute (EFI) is an international organisation with 29 member countries and around 130 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. 120 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).

In early 2022, EFI is opening a new office in Rome, which will host EFI's new facility on Biocities. The Facility will support a science-informed dialogue on the potential of the circular bioeconomy concept, particularly based on forest-based solutions, for rethinking and creating sustainable, healthy and resilient cities. The Facility will develop a new and holistic conceptual framework for the use of green infrastructures and biobased solutions in urban environments.

EFI is now seeking an experienced Office Manager for the Rome office.

The Office Manager's main responsibility will be to ensure the effective day-to-day operations of the office, including Human Resources, Finance and Fundraising, as well as interactions with donors and partners relevant to the operations of the office. The Office Manager will report to the Head of Mission for the office and will work closely with the HR & Administration, Communications and Finance Units at EFI Headquarters.

**Key responsibilities will include:**

- Overall day-to-day operations of the office.
- Support financial planning and monitoring of the office including managing the quarterly unit forecast process.
- Project management support including assisting with project finance questions, project proposal development, audits and reporting.
- Provide support for HR processes such as recruitment of new staff and welcome services for newcomers (e.g., induction and relocation services).
- Oversee the procurement process of supplies and services for the office and maintenance of office records (e.g., agreements, invoices) and ensure all office expenses are managed effectively.
- Support the efficient implementation of office related procedures in close cooperation with relevant Units.
- Support Communications activity at the office (e.g., event coordination and logistics).

**Qualifications:**

- At least 6 years of administrative experience, including at least 3 years office management experience.
- Degree in Business Management or related field such as Human Resources or Finance.
- Experience in Finance and Human Resources Management are an asset.
- Good interpersonal skills and proven intercultural competence with the ability of working in multi-disciplinary, international teams and environments.
- Experience within a project focused organisation would be advantageous.

- Ability to multi-task and work under pressure, ability to be flexible as part of a small team.
- Experience using Microsoft Office applications is essential. Experience in using Oracle NetSuite (ERP) would be desirable.
- Ability to exercise discretion in dealing with confidential or sensitive matters.
- Excellent spoken and written skills in both English and Italian are essential.

**Duty Station:**

The employee will be based at EFI's Office in Rome, Italy.

**Employment Conditions:**

The employee will be an EFI staff member. A fixed term appointment of five years, with the possibility for an extension. The successful candidate will ideally take up the position early 2022.

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

Interested candidates are requested to send (in English) a CV including copies of academic degree certificates/diplomas with a motivation letter by 17th January 2022, using our [online](#) application form.

For more information about the post, please contact Andrew Male, Head of HR & Administration: [andrew.male@efi.int](mailto:andrew.male@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.