

**The European Forest Institute
is seeking a
Project Support Officer
based at
EFI Headquarters in Joensuu, Finland**

The European Forest Institute (EFI) is an international organisation with 30 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.

EFI is seeking a Project Support Officer to join its HR & Administration Unit based at our Headquarters in Joensuu, Finland.

Key responsibilities will include:

The Project Support Officer will be required to provide effective and efficient administrative support on selected research projects. Tasks will include:

- Support the effective implementation of grant management including launch and award processes.
- Monitor progress of activities to ensure grant holders are implementing grants in accordance with agreed objectives.
- Work in close cooperation with colleagues and project partners to provide support to grant holders in relation to the administration of awarded grants.
- In close collaboration with a project manager, provide support to administrative processes, such as preparing periodic project reports and organising project meetings.

Qualifications:

- Degree in relevant subject.
- At least 3 years' experience in project administration.
- Experience of EU and national research funding mechanisms.
- Experience in financial management and project reporting. Experience in grant processes would be desirable.
- Excellent spoken and written skills in English is essential.
- Good interpersonal skills, ability to meet deadlines and work on own initiative.
- Experience in writing reports and presentation skills
- Experience of working in international, multi-disciplinary teams
- Experience using Microsoft Office applications is essential.

Duty station

The employee will be based at EFI's Headquarters in Joensuu, Finland.

Employment conditions

EFI offers competitive benefits and salary package. The duration of employment will be five years, with the possibility for an extension depending on project opportunities and the successful candidate's performance.

The successful candidate will ideally take up the position during November 2022.

EFI offers an inspiring, dynamic international and multicultural working environment, varying duties, and opportunities to learn new skills.

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

For more information about the post, please contact Andrew Male, Head of HR & Administration at 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.