

Pilot4dev Project Officer

Organization: Pilot4dev

Location: Home working (remotely). Meetings take place through Zoom and in Brussels.

Reporting to: The Director

Work percentage: 100%

Expected start date: 01 October

Type of contract: Fixed-term (3 months with possibility of renewal)

Closing date: 31 August 2020

BACKGROUND

PILOT4DEV is an independent initiative that connects Pilot development initiatives in the areas of Climate, Cities, Governance, Conflicts/Stability, and Social Trust.

It gathers enthusiastic personalities, active organizations and pioneering initiatives. The objectives of the organization are:

- To promote stability, governance, fight against climate change and SDGs
- To combine research and action, and exchanges across countries.
- To propose a diversity of narrative and to promote exemplary climate and disaster risks adaptation strategies
- To strengthen existing actions and propose cooperation projects
- To connect multi-level stakeholders for knowledge exchange
- To work on advocacy and decision-making

Our values are Independence, Sustainability and Positive impact. The aim of PILOT4DEV is to connect stakeholders to boost sustainable development but also to create dialogue among institutions, stakeholders and civil society.

PILOT4DEV is currently involved in 3 EU-co-funded projects.

CRIC Climate Resilient and Inclusive Cities:

This project is a 5 year Europaïd co-funded project. **The overall objective of the project** is to propose a long lasting and unique cooperation between cities and research centres in Europe, Indonesia and other countries from South East Asia, and to contribute substantially to **sustainable integrated urban development, good governance, and climate adaptation/mitigation** through long lasting partnerships, and tools such as sustainable local action plans, early warning tools and experts panels. recognized as key actors in addressing climate challenges and SDGs.

Considering the urgency of the climate resilience issues, the partners initiated the Climate Resilience Inclusive Cities (CRIC) Project. It is a five (5) years project with overall objectives to propose a **long lasting and unique cooperation through a triangular cooperation between cities and research centres in Europe, South Asia (India, Nepal, Bangladesh), and Southeast Asia (Indonesia, Malaysia, Philippines, Thailand)**. The Project will also contribute to sustainable integrated urban development, good governance, and climate adaptation/mitigation through long lasting partnerships, and tools such as sustainable local action plans, early warning tools, air quality and waste management in consultation with experts' panels.

The target groups of the Project will be local governments, cities, urban stakeholders working on climate resilience, climate mitigation and adaptation, and good governance of inclusive cities. With final beneficiaries including but not limited to local community of the cities/provinces, including women, marginalised sector, civil society, and private sectors.

Pilot4Research and Dialogue Tanzania:

The global objective of the project is to promote dialogue on economic, resources, policies and fiscal governance issues in Tanzania and to create a permanent platform for dialogue. Tanzania has a strong capacity and numerous assets to become a regional leader in sustainability strategies, stability and reforms. The project wants to support a fair and long-term reform towards an emerging economic leadership of the country.

The sub-objectives are:

1. To promote and disseminate high quality and evidence-based research on policies, resources, economic and fiscal governance
2. To nurture debate among stakeholders from the public, private and civil society sectors, on economic and fiscal governance issues.
3. To increase research capacity and expand the links, networks and connections among economic research institutions and universities in Tanzania.

LIFE ADAPT Islands

As many other islands, Guadeloupe is a small island territory located in the intertropical zone. This situation makes it particularly vulnerable to various threats induced by climate change, such as the risks associated with accelerated coastal erosion (sea level rise, increased cyclone intensity). Moreover, 31 of the 32 towns of Guadeloupe are located on the littoral and are vulnerable to climate change.

Nevertheless, some marine and coastal ecosystems such as mangroves, seagrass beds and coral reefs can significantly reduce erosion and protect coasts during cyclonic events. In addition, seagrass beds and mangroves are natural carbon sinks, sequestering atmospheric CO₂ that is partly responsible for climate change. It is therefore essential to protect these coastal and marine ecosystems, but also to restore them where possible to create a climate adaptation strategy for the territory. This is why the Cayoli program and the project Climate Adapt (with Pilot4dev) proposes to restore ecosystems including corals to improve the climate adaptation strategy

JOB DESCRIPTION

The activities of the project Officer will be related to:

1. Project follow up with the different stakeholders in cooperation with the Director
2. Support to the different research, studies, and analysis.
3. Online research of data, articles, and background information
4. Preparation of events, and trainings
5. Contribution to studies
6. Travel planning
7. Development of joint creative ideas and initiatives
8. Administrative support for the narrative reports, minutes of the meetings

9. Communication on the project and use of social media
10. Updates on the website

REQUIREMENTS

- University degree
- Minimum 5 years of work experience with progressively increasing responsibilities in project management
- Experience in EuropeAid project management is a critical asset;
- Knowledge of either Tanzania, or Indonesia is an asset;
- Knowledge of sustainable urban development, sustainable cities and SDGs is recommended
- Sound administrative/coordination skills, including contract administration, logistical coordination and event preparation, monitoring and evaluation, travel planning and management of agendas, basic financial skills;
- Track record of working as a team member as well as independently, demonstrating the application of initiative in problem-solving and troubleshooting, creativity and flexibility;
- Excellent interpersonal and communication skills.
- Ability to work in a multilingual and multicultural setting.
- Personal diplomacy and discretion.
- Thorough knowledge of modern office procedures and proven ability to work in MS Windows environment (Word, Excel, PowerPoint, Zoom online meetings, Google forms and other online survey tools);
- Excellent IT, social media, and web related skills.
- Ability to cope with a varied workload and flexible working hours, and to work independently/remotely.
- Previous experience with an international NGO/multi-lateral or inter-governmental agency is an advantage.
- Fluency in written and spoken English essential. Other languages are assets

APPLICATIONS

Please address your CV and cover letter to Dr. Pascaline GABORIT, Director
pascaline.gaborit@pilot4dev.com before august 31st.