

Job Description

Project Manager

Do you want to contribute to protecting the environment with your work?

The International Institute for Law and the Environment (IIDMA) is looking for a **project manager** to support the work which is being undertaken. Initially, this position will be **part time** and **until 31 March 2020. Possibilities of extension will highly depend on results.**

The project manager will be responsible for carrying out tasks related to the planning and management of the team, programs and budgets, preparing fundraising proposals and ensuring that the projects IIDMA is working are carried out in an appropriate manner. The project manager will also support the team and the Director of IIDMA in the elaboration of project proposals.

The salary will be fixed based on the experience of the candidate selected. This position will be based in Madrid.

Who we are

IIDMA is a non-profit organization established on December of 1996 to contribute to environmental protection and to promote sustainable development through the study, development and effective implementation of environmental law in the international, EU and national levels. Our offices are based in Madrid.

What we offer

IIDMA offers the opportunity to join a public environmental law center with a stimulating, informal and multicultural working environment where you will have the opportunity to work on a wide range of interesting and challenging issues.

Only short-listed candidates will be contacted.

Key tasks will include the following

Instituto Internacional de Derecho y Medio Ambiente (IIDMA)

- Development, implementation and use of project management tools that allow for effective planning, monitoring and evaluation of said projects.
- Preparation of reports for funders that allow evaluation of the progress of the project.
- Assistance in management and tracking of administrative and judicial procedures, including calendaring and managing key deadlines.
- Maintenance of electronic and physical records of files related to the project, e.g. agendas, reports, publications, press releases, etc.
- Development and implementation of strategies to improve internal organization and functioning within the team.
- Support in the recruitment processes of both staff and interns.
- Support in the monitoring of the financial aspects of the projects, including preparation of reports for funders.
- Provide support to staff and external audiences providing effective responses and information on general issues related to the projects.
- Support in the elaboration and development of proposals for new funding.
- Edit and proof-reading documents.
- Contribution towards the strategic vision of the organization.

The key qualifications required for the position are

- Bachelor's Degree or equivalent degree. Having a degree in Law, Economics or Business is a plus.
- **Minimum 3 years' experience in the area of project management.** Experience in non-governmental organizations or in the field of law is a strong plus.
- **Excellent** spoken and written Spanish and English. Knowledge of other languages is an asset.
- Good knowledge of administrative and judicial procedures.
- Good knowledge of financial processes and procedures.
- Independent, self-starter personality with commitment to quality. At the same time, ability to work collaboratively with a range of colleagues internal and external.
- Excellent organizational skills, practical-minded and able to prioritize a busy and varied workload within a working environment.
- Excellent communication skills, both in writing and orally.
- Strong computer skills. Experience in the use of Microsoft Office, databases and specific project management tools.
- Commitment with the values and mission of IIDMA.

Contact information

Please send to iidma@iidma.org, **no later than 6 September 2019**, the following:

1. Your **CV** both in Spanish and English.
2. Two **motivational letters**, one in Spanish and one in English, explaining in no more than 500 words your interest in this position and why you are suitable for it.

The applications which do not meet these requirements will not be considered.
For more information please visit our website: www.iidma.org