

**EFI Mediterranean Regional Office - EFIMED**  
is now seeking a  
**PROJECT MANAGER**  
for the ERA-Net: Enhancing forest research in the Mediterranean through  
improved coordination and integration - FORESTERRA

The European Forest Institute (EFI) is an international organisation established by European States. The EFIMED – Mediterranean Regional Office of EFI - aims to coordinate and promote research and networking on Mediterranean forests, forestry and forest products.

EFIMED promotes and conducts research, policy advice and networking activities as well as capacity building on key scientific priorities within the scope of the Mediterranean Forest Research Agenda (MFRA).

EFIMED is responsible for the Secretariat of FORESTERRA, and is recruiting a person to work for three-four years to manage the day-to-day running of the partnership.

**Tasks and responsibilities:**

The Project Manager will work closely with the Coordinator of FORESTERRA at the Spanish Ministry of Economy and Competitiveness (Directorate General for Science) providing managerial and logistical support and contributing to the development and implementation of all envisaged activities.

In particular, she/he will:

- facilitate the day-to-day activity of the partnership, as well as all legal, contractual, financial and administrative management
- follow up the activities of each partner in carrying out the work programme and keeping to the budget under the directives of the Steering Committee (SC) and the Coordinator
- support all partners with regard to European Commission reporting tasks
- prepare, organize and report on the consortium's SC and project management meetings
- ensure the effective internal flow of communications and information exchange between partners

**Qualifications:**

- Masters degree in business administration, communication or in forestry/environmental sciences.
- At least 5 years of experience in the management of international research projects/programmes or networks.
- Proficiency in English. Good knowledge of French and Spanish skills are an asset.

**Duty station and travel**

The Project Manager will be based at the Ministry of Economy and Competitiveness of Spain in Madrid, Spain.

**Employment conditions**

The Project Manager will be an EFI staff member. The duration of employment is three years with the possibility of renewal based on the performance of the employee.

Interested candidates are requested to apply [online](#) by **27<sup>th</sup> January 2012**, submitting their application letter and CV. If it is not possible to apply online please send your application to Human Resources Office, EFI, email: [efi.hr@efi.int](mailto:efi.hr@efi.int).



For more information about the post please contact Dr Marc Palahi, Head of the EFIMED Office, phone +34-63 0236 912, email: [marc.palahi@efi.int](mailto:marc.palahi@efi.int).