



Position Title : **Project Manager Assistant**

Duty Station : **Trang, Mueang Trang, Thailand**

Type of Appointment : **One Year Fixed-Term Contract**

Initial 12 months with possibility of extension (3 months probationary period)

Estimated Start Date : **As soon as possible**

Closing Date : **7 April 2024**

Istituto Oikos is recruiting a Project Manager Assistant to join its operations in Thailand. Duration 12 months. **Application deadline 7/04/2024**

Istituto Oikos (www.istituto-oikos.org) was established in Milan in 1996. It works in Europe and in developing countries to promote the responsible management of natural resources and to spread more sustainable lifestyles as tools for socio-economic development and the fight against poverty. Vision: A future in which ecology, economics and equity are integrated, reconciling the needs of man and the environment. Mission: To contribute to the conservation of ecosystems by fostering development with professionalism, innovation and participation. Istituto Oikos has a PSEA policy that the successful candidate must respect and promote.

The Project Manager Assistant will support the PM in various aspects of project implementation, coordination, and stakeholder engagement. This role involves close collaboration with project partners, local and international experts, as well as institutional stakeholders. The PM Assistant will also be responsible for facilitating the execution of key studies and initiatives related to ecosystem restoration and climate change resilience.

Duties:

- Orient, supervise and monitor project activities and their co-financing, under the supervision of the Project Manager and the Programme Manager Myanmar at the Oikos Institute;

- Support the Project Manager in the coordination, management and implementation of country strategies;
- Coordinate local staff and support the organization of missions of local and international experts where foreseen by the projects;
- Manage the financial component of the project, according to the internal procedures of Istituto Oikos, including the preparation of periodic quarterly, half-yearly and annual technical and financial plans and reports, to be submitted to the donors, subject to approval by Istituto Oikos headquarters;
- Support the Country Coordinator and the Program Manager in identifying and defining project proposals in Myanmar and Thailand;
- Collaborate with the Country Coordinator in planning project budgets and managing monthly running costs (office rent, utilities, maintenance, fuel) in order to ensure the financial sustainability of the local office;
- Collaborate to update and enforce the internal procedures of Istituto Oikos Myanmar, and thus ensure their implementation.

Requirements:

- University degree, preferably but not limited to one of the following fields: environmental sciences, forestry, natural sciences, biological sciences, economics, social sciences;
- Proven experience of at least 2 years in coordinating development projects;
- Interest in the issues and mission of Istituto Oikos and, in particular: participatory natural resource management, strategies and mechanisms for coping with climate change, food security, renewable energy, social enterprise;
- Excellent written and spoken knowledge of the English language;
- Good computer skills;
- Ability to adapt, work in teams, build relationships and strengthen networks.

The following will be preferential:

- Experience with coastal ecosystem management projects
- Specific experience in Thailand or Southeast Asia

To apply, please send your **CV**, including details of 3 contacts for **professional references**, **motivation letter** (1 page maximum) with authorisation to process personal data in accordance with Articles 13 and 14 of the G.D.P.R. (General Data Protection Regulation EU Regulation 2016/679 D.Lgs 196/2003) to: **federico.zuliani@istituto-oikos.org**

Indicate in the subject line: **24/TH/APM**

NOTE: The selection will be done on a rolling basis. Only shortlisted candidates will be contacted for an initial cognitive interview and will subsequently be updated on the status of the selection.

Istituto Oikos reserves the right not to recruit or hire an applicant if the recruitment process or background check reveals that the applicant has previously been flagged for an SEA incident or is not suitable to work with beneficiaries. Istituto Oikos will not recruit or employ anyone with a previous conviction for SEA or related offence.