



## Service Advert

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### Project Management

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 57 members from 38 countries and its working language is English.

The Network's objective is to create the necessary impetus in Europe to make progress on ensuring a more effective application of European environmental legislation. It promotes the exchange of information and experience, the development and enhancement of environmental regulation and of environmental public authorities and their practitioners. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

The Network is seeking professional project management support. The service provider will comprehensively assist the Programme Steering Committee, the Vice Chair for Projects and the Audit and Evaluation Committee (AEC) overseeing the management of IMPEL's projects and activities. This includes compliance with project plans as well as general organisational requirements of the network and of donors, structured project portfolio and risk management. A professional documentation and storage procedure and structure is vital for the network to ensure permanent and reliable availability of IMPEL's project and activity reports and outputs. To support budgetary control, collaboration with and information of the Finance Officer (FO) of IMPEL is key.

These Services require discretion and trustworthiness, excellent communication and organisational skills, circumspection, observance and reliability. Service providers must be flexible and independent to be able to manage their own workload and prioritise competing demands from a multitude of different executives, office holders and other key stakeholders in and outside the network.

#### **The services required will include the following activities:**

- 1) Project portfolio and activities oversight – establishing management plans for the IMPEL Project portfolios and working closely with the Project Steering Committee, Project Leads and IMPEL Expert Teams to support implementation of these plans,
- 2) Establish an overall risk assessment and management plan and ensuring change reporting and control; proactively inform the FO and Project Steering Committee of realised risks and changes, adequately informing Vice Chair A&F and the AEC about its implementation,
- 3) Support of Expert Teams in establishing consistent work plans, if required,
- 4) Monitoring and Reporting of project portfolio progress - ensuring timely and accurate progress reports for the portfolio and drafting final technical reports for IMPEL's Grant reporting to the Board, the GA and the European Commission,
- 5) Generation and implementation a professional documentation structure of the above and of any project and activity results within a clear structure of defined objectives and topics,
- 6) Generally support the Audit and Evaluation Committee,
- 7) Carrying out any administrative work directly related to the fulfilment of the duties mentioned above.



## Conditions

The offered service contract will initially be commencing on January the 1st, 2025 and is planned to end on 31st December 2027. However, the network is seeking continued service in this field. The estimated time for this service is 125 working days per year (to be defined).

As IMPEL's workload varies considerably over the year, the service provider must be able and willing to balance service times of high demand in late spring/early summer and autumn/early winter with times of low demand at the beginning of the year and over the summer. As work will be carried out from individual work places, service providers in the IMPEL Secretariat must proactively coordinate with each other and seek necessary coordination from the Board.

Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The services should be provided remotely from an own place of work, liaising with the Board, Expert Team Leads and other service providers as necessary.

For more information on the position please contact: Florije Kqiku [florijekqiku@impel.eu](mailto:florijekqiku@impel.eu)

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role and email to the abovementioned address by 17:00CET on 31st October 2024. Shortlisted applicants will be informed by the 4th of November; teleconference interviews with those shortlisted will be conducted shortly after this date.

## Requirements & Skills

- 1) Master Degree or Bachelor with qualifying experiences
- 2) Certificate and/or further education in project management (e.g. agile)
- 3) Experience of managing and delivering international projects – understanding deliverables, risks and budget control. Experience in project management including the ability to develop frameworks for reporting, financial control, time recording, etc.
- 4) Experience of structured project management methodologies
- 5) Experience in systematic and reliable, retrievable and quality ensured documentation
- 6) Building effective working relationships with a diverse range of people
- 7) Budgetary and financial management experience
- 8) Excellent and demonstrable communication skills, including very good level of English, written and oral (at least European Passport level C1)
- 9) Ability to operate effectively, both independently and as a part of a team of service providers and IMPEL members, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 10) Excellent organisational and self-organising skills & high attention to detail,
- 11) Experienced user of project management tools and other usual main software tools (Outlook, Word, Excel, PowerPoint, MS Project or comparable, etc.)

## Desirable

- 1) Written and spoken knowledge of additional European official language(s)
- 2) Experience of working internationally
- 3) Interest in environmental protection