

Common Wadden Sea Secretariat  
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**Project Officer,**  
**Full-time position, temporary (until end of 2025)**

The Common Wadden Sea Secretariat (CWSS) is the Secretariat of the Trilateral Wadden Sea Cooperation (the Danish, Dutch, German cooperation at government level for the protection of the Wadden Sea, TWSC) and the coordinating hub for the Wadden Sea World Heritage. The Secretariat is located in Wilhelmshaven, Germany. The working language is English.

CWSS is seeking to recruit a

**Project Officer (m/f/d) for the project**  
**Climate-resilient East Atlantic Flyway**

For decades, CWSS has played an important role in facilitating the implementation of the trilateral monitoring scheme for breeding and migratory birds in the Wadden Sea. More recently, with the adoption of the Wadden Sea Flyway Vision and the launch of the Wadden Sea Flyway Initiative (2012), the CWSS became more active at the flyway level, collaborating with international partners in implementing monitoring and capacity building activities along the East Atlantic Flyway.

CWSS has recently been granted funding for a 10-month project by the International Climate Initiative working towards a 'Climate resilient East Atlantic Flyway'. The project will start 1 March 2025 and end on 31 December 2025. Working with 14 international partners in 12 countries, this project will focus on threats faced by migratory waterbirds along the African part of the East Atlantic Flyway. By developing baseline data and assessing gaps in management and policies, the project aim is to guide future activities to find solutions that incorporate the needs of biodiversity, ecosystem services and people into climate adaptation measures at sites that are of international importance for migratory birds along the African coastline.

For the management and administration of the project, we are looking for an experienced project management. The position enables active participation in a broad range of partnerships and interactions with a large number of diverse stakeholder organisations and -networks across the East Atlantic Flyway, while engaging in the topic of climate change, one of the major challenges the world is facing today. Pending further funding decision, this position may be extended for up to 8 years.

CWSS offers a diverse and dynamic working environment, covering many work fields in a trilateral political-management setting, with dedicated international staff. The office is located at the seaside in the city of Wilhelmshaven, Germany.

### Key responsibilities

The Project Officer's general objectives are to take the lead in all administrative and management tasks related to the implementation of the Climate-resilient East Atlantic Flyway project, working closely with the Wadden Sea Flyway Initiative Programme Officer and other staff at the CWSS. Within this general framework the following tasks are to be fulfilled, in close cooperation with international project partners:

- Lead the overall project implementation, including planning, implementation, monitoring, and reporting to the funder
- Act as the focal point for all enquiries related to the administrative aspect of the project.
- Develop, implement and coordinate the execution of an effective monitoring and evaluation system to ensure the timely delivery of tasks, with detailed work plans and timelines for each project partner based on the approved project application.
- Liaise with project partners and stakeholders from 11 countries regarding the implementation of project activities.
- Supervise and support project staff, including the Finance Officer and Communications Officer.
- Manage the project budget, ensuring compliance with donor requirements and financial guidelines.
- Prepare progress reports, presentations, and updates for funders and stakeholders.
- Identify and mitigate risks to ensure project success.
- Carry out other tasks as assigned.

### Qualifications required

- At least a master's degree in biology, conservation, environmental science or a related discipline. A degree in another field with relevant work experience may be accepted if other requirements are met.
- Minimum 5 years of experience in project management (including, for example, budgeting, accounting, and working with tight deadlines), preferably in environmental or conservation projects.
- Proven track record of managing large-scale, multi-country projects.
- Experience in grant writing and/or report writing.
- Experience with financial oversight, with knowledge on specific German financial and procurement regulations.
- Proficiency in spoken and written English. A basic knowledge of French or willingness to acquire it is advantageous.
- An ornithological background would be an asset as well as an understanding of how to apply ecological knowledge to conservation (using the flyway approach).
- The applicant should be able to work independently as well as in a team, be reliable and have good time management skills.
- Interpersonal skills will include a proven ability to cooperate with a broad range of partners, across cultures or economic sectors. Experience in stakeholder engagement, particularly with governmental and non-governmental organisations, would be an asset.
- Candidates must be prepared to travel and willing and comfortable to work flexibly.

### Salary and allowances:

Based on the German Collective agreement for Civil Service Employees (Tarifvertrag für den öffentlichen Dienst, TVöD), depending on qualification and experience up to level 13. The position will be offered until the end of 2025, full-time and needs to be filled as soon as possible. Pending further funding decision, this position may be extended for up to 8 years.

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For further information you may contact Kristine Meise via email [meise@waddensea-secretariat.org](mailto:meise@waddensea-secretariat.org).

Please submit your email application (CV and a motivation letter in a single pdf file) **as soon as possible** in English to the head of the Common Wadden Sea Secretariat, Sascha Klöpfer (application@waddensea-secretariat.org). Please use “Project Officer CREAM” as the subject of your message and indicate your potential start date. This selection and recruitment process will be conducted in accordance with relevant German and European law. We will start reviewing applications and conducting interviews on a rolling basis, **starting on 12.03.2025**, and will close the application as soon as we find a candidate with the right qualifications, skills, and suitability for the job, without bias. It is expected that the position will be filled within 1 week.