



Job Title: Education Officer [GWN - Public Outreach / Young Professionals]

Report to: Projects Manager

Background

EcoPeace Middle East is a unique trilateral environmental organization. Our primary objective is the promotion of cooperative efforts to protect our shared environmental heritage. In so doing, we seek to advance both sustainable regional development and the creation of necessary conditions for lasting peace in our region.

Job Purpose: The Education Officer of Young Professionals is responsible for the management, coordination and leading the new Educational Programs for Young Professionals and University Students. The position involves developing a cadre of young leaders and professionals to promote cross border environment and water solutions which would include young adults, university students, young water professionals and young political leaders (21- 29 year olds). The Education officer will work on designing the program's two tracks: a water diplomacy track and a green social entrepreneurship track.

Responsibilities include:

- Leading the new programs for young professionals and university students
- Achieving operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; resolving problems; implementing change.
- Mapping of target groups and relevant educational institutions and developing and implementing trainings and lectures program
- Developing selection criteria and leading selection process of potential participants in the program
- Networking and coordinating with relevant partner organizations
- Working with regional counterparts on designing and developing a regional program
- Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhancing organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Carrying out risk assessment
- Making sure that all the aims of the project are met
- Using IT systems to keep track of people and progress
- Working with project staff, decision makers at the local and national levels, donors, other environmental organizations, media, etc.
- Assisting with the planning, coordination, and production of national workshops and conferences
- Willingness and ability to travel nationally, regionally and internationally.

- Representing EcoPeace at conferences and presenting in front of audiences
- Supporting project manager through consultations, information gathering, and community visits
- Developing relationship with relevant Ministries (Environment, Education, Teacher's Groups, etc.)

Personal Experience and Qualities:

- Degree in a relevant field in the area of Education and/or Environment. A master degree is a plus.
- Minimum 5 years of professional experience in educational projects management and keeping within program budget
- Excellent organizational and prioritization skills.
- Fluently in English and Arabic (Spoken and written), Other languages is a plus.
- Excellent organizational skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints;
- Ability to multi-task effectively as well as display professionalism and confidence.
- Familiarity with theory of knowledge and theory of change is a plus
- Ability to plan and coordinate the most effective use of time, facilities, and resources to achieve successful project objectives.
- Ability to work with limited supervision and to structure own work independently.
- Ability to coordinate multiple tasks efficiently, and cope with stress.
- Ability to solve problem.
- Skill in document composition and report writing.
- Good knowledge of word processing and basic programs such as excel, power point and web browsing.

Salary: Negotiable based on qualifications and experience

Application:

Interested applicants shall submit their CV's and cover letters to EcoPeace's Human Resources Manager at nour@ecopeaceme.org **by the 9th of August, 2018.**