



The Institute for Advanced Sustainability Studies e.V. (IASS) is financed by the Federal Ministry of Education and Research and the Federal State of Brandenburg. The IASS conducts research with the goal of understanding, advancing, and guiding processes of societal change towards sustainable development. In order to develop a common understanding of sustainability challenges and generate potential solutions the IASS collaborates with diverse actors from science, policymaking and public administration as well as business and civil society. It pursues a research approach that is transformative, transdisciplinary and co-creative. Further information about the IASS can be accessed under <http://www.iass-potsdam.de/en>.

The IASS is looking for a Project Coordinator (f/m/d)

Reference Number: MRF2- 2022-01

The successful applicant will coordinate the project **Marine Regions Forum – Phase 2** and will work closely with the Research Group Leader "Ocean Governance" and project lead at IASS, and under the guidance of scientific director Prof. Dr. Mark Lawrence.

The Marine Regions Forum facilitates collective strategies and solutions for key sustainability challenges and provides input to and exchanges with formal policy processes within marine regions, between regions, and between the regional and the global level. The Marine regions Forum was established through a first conference held in Berlin in 2019 as a multi-stakeholder platform for exchange, joint learning and co-creating of outputs and outcomes with stakeholders and actors. Further activities of the Forum include, e.g., the hosting of topical workshop and the development of policy briefs. This project phase aims to further advance the Marine Regions Forum by focusing on critical challenges and opportunities for marine conservation and sustainable use in a specified marine region, the Western Indian Ocean (WIO) region. One of the main upcoming activities will be the development, organisation, and hosting of a conference in the Western Indian Ocean region.

The Marine Regions Forum is supported by the Government of Sweden and the European Commission, and the project implementation is led by IASS and conducted jointly with the Institute for Sustainable Development and International Relations (IDDRI) and TMG Research gGmbH, and with partners from the WIO region, foremost the Nairobi Convention secretariat. The Marine Regions Forum further receives guidance from a Steering Group and a high-level Advisory Board. More information on the Marine Regions Forum can be found here: <https://www.prog-ocean.org/our-work/prog-marine-regions-forum/>

The Project Coordinator will oversee the overall coordination, planning and management of the project and proposed work program together with the project team at IASS and the consortium participants, including content management.

Tasks:

- Be responsible for ensuring effective, efficient and timely delivery of the project's work plan and activities from the funding organisations that provide co-funding for this project, including milestones, deliverables, and outputs, reporting and budget compliance, within time and budget.
- Lead or contribute to specific project tasks such as advancing of the concept, conducting a wider engagement process and developing an implementation plan for the Marine Regions Forum WIO conference, organising and hosting the conference (lead), and establishing of a continuous working structure for the Marine Regions Forum.



- Work together with the Project Lead, Project Scientist and the Administrative Assistant at IASS and the consortium participants and coordinate the activities undertaken in the project, including in the WIO region, to deliver the project's outcomes, and including the coordination of the Steering Group and the Advisory Board;
- Establish and maintain good and effective cooperation and communication with the partners contributing to the project at national, regional and global levels as well as with the donor and other relevant stakeholders and actors;
- Report and present about the project and results at conferences and other relevant events;
- Contribute to publications arising from the project, including publications in peer-reviewed academic journals and policy briefs.

Qualifications:

- Relevant university degree at Master level in Resource Management, Sustainability Science, Marine Science, Environmental Science, Political Science, Development Studies, International Relations, International Studies or a related relevant field. A PhD will be an asset but qualified applicants without a PhD will also be considered;
- Strong interest in and knowledge of marine governance and sustainable development as it pertains to ocean, coastal, and marine resource governance, and related marine resource use challenges;
- Strong project management skills with at least 10 years of professional experience in the management and coordination of projects, including within development cooperation and different cultural backgrounds.

Requirements:

- Strong diplomacy and communication skills and demonstrated experience in managing strategic partnerships with intergovernmental institutions and other relevant stakeholders;
- Strong leadership and people management experience, including coordination of project teams and supervision of staff;
- Experience in organising and managing of workshops and events, including large events of up to 200 people, and in stakeholder engagement and working at the science-policy-society interface;
- Ability to work independently in an interdisciplinary team and with a high degree of creativity and personal initiative;
- Strong writing skills and the ability to write and coordinate the preparation of project and budget reports;
- Ability to deliver results in a timely and satisfactory manner, even under complex situations; research capabilities, with published peer-reviewed articles are an asset;
- Outstanding oral and written communication skills in English. Knowledge of German is an asset;
- Proven networking capacity and willingness to travel internationally and conduct meetings and events in the WIO region;
- Enthusiasm, flexibility and commitment to working within a transdisciplinary, policy-relevant field.



What we offer:

- The opportunity to work in a vibrant research environment in ocean governance and sustainability science;
- Excellent contacts to a range of international and national political and research organizations;
- A dynamic, multicultural, and interdisciplinary working environment;

This is a full-time appointment. The IASS supports efforts to achieve an equitable work-life balance by offering a variety of flexible work arrangements. A part-time role is possible in principle, depending on the specific requirements of the position. The position will be remunerated in accordance with the TVöD Bund salary scale (E13). Pending final funding commitment by the donor agency, this position is to be filled by the assumed start date of EU co-funding expected for this project, 1 September 2022, or by 1 October 2022, with a fixed-term contract until the end of the project duration (18 months after the assumed project start). The place of work is Potsdam.

The IASS seeks to promote gender equality and diversity. We therefore encourage applications from candidates of diverse backgrounds and genders. Applications submitted by severely disabled persons with equal qualification and aptitude will be given preferential consideration in accordance with the German Social Code (IX).

If you are interested in this position, we look forward to receiving your application, including a letter of motivation (one page only, please) and the usual documents, together with two samples of your work. Ensuring equal opportunities is integral to the Institute's recruitment processes. We expressly welcome applications submitted without a photograph or other references to your nationality, ethnicity, or marital status. Please submit your complete application, combined in a single PDF file no larger than 5 MB, no later than 10 July 2022 to stefanie.hansen@iass-potsdam.de) using the Ref. No. given above. Please specify in your application how you became aware of this vacancy.

For further information and details on this position please contact Dr. Barbara Neumann (barbara.neumann@iass-potsdam.de). Job interviews are tentatively planned to be held in the second half of August 2022.

By submitting your application, you consent to the processing of your personal data for the purpose of the application process. Your data will be deleted after a max. of six months. If we are interested in storing your application data beyond this based on your application profile, we will inform you about this and obtain your consent. For more information, see https://www.iass-potsdam.de/sites/default/files/2019-10/GDPR_Job_Applications.pdf

Travel costs cannot be reimbursed. Given the current pandemic situation, virtual interviews are envisaged.