

15 December 2021



The World Resources Forum (WRF) is an international non-profit organization that promotes the exchange of knowledge among business leaders, policy makers and scientists on the topic of natural resources. Through our high-level international conferences, various research and project work, and other knowledge dissemination activities, we aim to advance the vision of sustainable use of natural resources. WRF was founded as a spin-off of the Swiss Federal Institute for Materials Science and Technology (Empa) and is located in St. Gallen, Switzerland.

To support our development cooperation projects in the field of circular economy and e-waste management, we are looking for a:

Project Officer Intl. Development Cooperation (80 - 100%)

Date of commencement: March 2022 or upon agreement
Place of work: St. Gallen, Switzerland (partially homeoffice / remote possible)

Main responsibilities:

Your duties involve the coordination of project implementation activities and providing expertise for development cooperation projects in the field of circular economy and e-waste management. Project implementation activities will require some travels to French and English speaking African countries. Under supervision of the project manager, you will be responsible for:

- Coordination of WRF's project activities with our clients and facilitate transparent communication
- Organize and execute project travels to French and English speaking African countries.
- Managing resources, monitoring project execution and reporting of project status
- Organization of project meetings and events in the project country and online
- Writing minutes and administrative reports
- Providing technical expertise in the format of technical reports, presentations, and trainings

In addition, you will be involved in other WRF activities, such as in supporting our global WRF conferences, strengthen the team in further projects on demand and assist in our general communication and fundraising tasks as well as in stakeholder outreach and engagement activities.

Skills / qualifications:

- Relevant degree in environmental or sustainability studies or similar
- Work experience in project implementation and to work in an international context
- Excellent writing skills and command of English and French, good knowledge of German desired
- Excellent social competences and interpersonal skills, in particular in dealing with partners from different cultural backgrounds
- Desire to take full ownership of assigned projects and ability to work independently
- Proactive and analytical approach in resolving assigned tasks, problems and issues
- Ability to manage multiple projects simultaneously and to work under pressure if needed
- Swiss or EU/EFTA citizen or holder of a valid work permit for Switzerland

WRF offers a modern and flexible working environment with creative freedom and attractive employment conditions. Are you interested in an exciting job in an international context and would you like to contribute to the sustainable use of our natural resources in an NGO environment? Interested candidates are kindly asked to send their electronic application, including motivation letter, CV, and indication of earliest start date to jobs@wrforum.org with the subject line "Application Project Officer" by 15th January 2022.

If you have any questions, please do not hesitate to contact Mathias Schlupe (+41 71 554 0906).