

20 May 2022

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 projects in the field of circular economy and sustainable electronics, we are looking for a:

Project Officer Circular Economy (80 - 100%)

Date of commencement: October 2022 or upon agreement
Place of work: St. Gallen, Switzerland (partially home-office / remote possible)

Main responsibilities:

Your duties involve the coordination of project activities and providing expertise for applied research projects in the field of circular economy and sustainable electronics. Project implementation activities may require some travels to European and the Global South (Africa and Latin America). Under supervision of the project manager, you will be responsible for:

- Coordination of WRF specific project tasks within larger international project consortia
- Managing resources, monitoring project execution and reporting of project status
- Organization of project meetings and events, as well as facilitation of stakeholder engagement and consultation activities abroad 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
- Technical expertise in circular economy, sustainable electronics (incl. e-waste management) and life cycle assessment (LCA)
- Good understanding of related sustainability policies is an asset
- Work experience in project implementation also in an international context desired
- Excellent writing skills and command of English, good knowledge of Spanish and 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 a motivated and well-balanced team, freedom for creativity 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@wforum.org with the subject line "Application Project Officer CE" by 17th June 2022.

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