



Job offer: Operations Manager at the Office for Climate Education Paris, France

The Office for Climate Education

Created in March 2018, the *Office for Climate Education* (OCE) promotes climate change education worldwide. A foundation under the auspices of UNESCO¹, the OCE is also an observer member of the IPCC since 2021.

The OCE's mission is to empower primary and secondary school teachers to integrate the concepts and issues related to climate change in the classroom. It does so by developing IPCC-based educational resources, by providing professional development and leading communities of practice, and by supporting educational public policies via regional pilot projects. The OCE relies on a large network of partners in France, Europe, Latin America, Africa, and Southeast Asia.

To support its rapid growth, the OCE is looking for its Operations Manager. The ideal candidate for this role should have superior organizational and supervision skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding operations manager should ensure that OCE's programs operate efficiently, streamline grant administration, and keep our organization on track towards its ambitious strategic goals.

OCE's operational team is currently composed of 12 people and is based in Paris, in the premises of Sorbonne University and the Institut Pierre-Simon Laplace (IPSL).

Operations Manager responsibilities

- Supervision / coordination
 - Contribute to the hiring, management, professional development, and evaluation of the team members
 - Plan and manage human resources towards achieving OCE's programs
 - Lead regular meetings with projects teams and experts
- Monitoring and follow-up

¹ The OCE is currently sheltered by the *La main à la pâte* Foundation and the founding members and status can be found here: <https://www.oce.global/en/oce/governance>

- Monitor and assess OCE's projects activities and progress
- Contribute to the definition of annual budgets for OCE's programs
- Supervise ongoing projects and support teams regarding resource production, training, research, and international activity
- Coordinate the organization of strategic and institutional meetings
- Coordinate the writing of the OCE activity and program reports
- Strategy, funding and representation
 - Contribute to the definition of the operational development strategy
 - Contribute to fundraising (follow-up and response to calls for tenders and funding opportunities)
 - Ensure reporting towards OCE's partners
 - Participate in meetings with external partners and represent the OCE

Profile

- Higher education degree with at least 10 years of experience in project management with a supervisory function, preferably in the social and solidary economy and in the field of education or sustainable development
- Proven skills in project management (scheduling, organisation and time management, autonomy, critical thinking, and problem solving)
- Experience in managing European projects
- Leadership, a capacity for initiative, creativity, insight, diplomacy, and negotiation skills
- Effective communication and strong writing skills
- Computer literacy
- Rigor and efficiency in the realization of reporting and financial documents
- Excellent written and spoken English

Type of contract: open-ended contract (CDI)

- **Start date:** march 2023
- **Monthly salary:** 4173 euros gross + social benefits (insurance covered at 70% / meal tickets)
- **“Cadre”, level 27 of the collective agreement for training organizations (CCN 1516)**
- **Workplace:** *Office for Climate Education*, Sorbonne-University, Jussieu campus, Paris (France). The position requires short-term international travel.

- **Partial tele-working possible (up to 2 days per week)**

Application

Application deadline: January 31st, 2023.

Applications (**CV and cover letter**) should be sent through the following form:
<https://forms.monday.com/forms/ed17485e4ea28159fbd1f3d1e2f3a331?r=use1>

Interviews will take place in early February 2023, in Paris.