

Job offer: Project manager at the Office for Climate Education Paris, France

Context

Created in March 2018, the Office for Climate Education (OCE) is a foundation under the auspices of UNESCO and sheltered by the *La main à la pâte* Foundation¹. It aims to promote climate change education in developed and developing countries.

Its action is based on a large network of national and international actors (around 70 scientific or educational institutions and NGOs) with the aim of supporting primary and secondary school teachers with quality pedagogical resources and a diversified offer of professional development and support.

The OCE runs educational projects in France, Europe and Latin America, and plans to implement projects in Africa and South-East Asia in the near future.

The OCE's operational team currently consists of 7 people (6 permanent staff and 1 intern)², and will grow to 9 people in September 2021. It is based in Paris (France), on the premises of Sorbonne University (Jussieu campus), close to Institut Pierre-Simon Laplace (IPSL).

Job description

Under the responsibility of the Executive Director of the *Office for Climate Education*, your main mission will be to coordinate current projects and set up new international climate change education projects.

Type of contract: permanent contract

- **Start date:** September 2021
- **Monthly salary:** 3 137 euros gross + social benefits (insurance 70 % / Meal vouchers)
- **Workplace:** *Office for Climate Education*, Sorbonne-University, Jussieu campus, Paris (France). The position requires short-term international travels.

¹ Founding members and status: <https://www.oce.global/en/oce/governance>

² Team composition: <http://www.oce.global/en/team>

Missions

- Management of ongoing projects:
 - proactive and inclusive implementation of tasks
 - administrative and financial execution and reporting
 - implementation of the project management tools
 - organization of project meetings and events
 - evaluation and valorisation of the project outcomes.
- Initiate new projects in the field of climate change education:
 - expression of needs and identification of stakeholders
 - mapping of potential partners
 - partner relationship management
 - monitoring of calls for tenders, projects, and funding opportunities
 - project design and submission.
- Strategic development of OCE and support to public policies

Profile

- 10+ years of experience of which at least 5+ years in project management within EU-funded and/or other international programmes
- strong interest in education for sustainable development, good knowledge of issues and actors
- excellent written and spoken English
- knowledge of French as working language (note: knowledge of Spanish would also be a plus)
- excellent IT skills (such as MS pack Office, Google Suite, Adobe Creative Cloud)
- ability to multi-task and manage various projects simultaneously
- communication and negotiation skills.

Application

Deadline for application: 25 June 2021

Applications (CV and cover letter in English) should be sent by e-mail to David Wilgenbus, Executive director of the *Office for Climate Education*, at the following address: hiring@oce.global.

Interviews will take place in July 2021, in Paris.