



VACANCY ANNOUNCEMENT

The International Council for Game and Wildlife Conservation (CIC) is looking for a

Deputy Director General

Duty station: CIC Headquarters, Budakeszi, Hungary, with frequent travel
Reporting to: Director General
Languages: Fluency in written and spoken English is a requirement; written and spoken proficiency in other official language(s) of the CIC (French, German and Russian) is an asset

Duties

Under the general supervision of the Director General (DG), in the framework of an approved general annual work-plan and in cooperation with the CIC Divisions, the main duties of the post include the following:

I. Partnership Development and Resource Mobilisation

- ⇒ Increase and maintain the support to the CIC by sponsor members
- ⇒ Make the CIC administration fit (specifically the financial administration) to meet the formal demands of potential donors and to properly administer programmes and projects
- ⇒ Investigate the possibilities of and eventually setting up a CIC endowment fund, including mobilising the CIC membership in considering the CIC in their personal devises
- ⇒ Develop and nurture relationships with existing and potential donors
- ⇒ Prepare and manage the annual Hunting Auction and lottery of the CIC
- ⇒ Assist in the realization of the 1 EURO per hunter project

II. Development and Implementation of Programs and Projects

- ⇒ Organise various brain-storming sessions within the CIC membership and network to identify important project ideas, based on strategic policy demand

- ⇒ Based on project ideas prepare short project fiches, and if there is interest from specific donors, prepare full-fledged project documents
- ⇒ Share project ideas with potential implementation partners better placed to receive funding, and work towards joint implementation
- ⇒ Coordinating technical advice to governmental authorities and NGO's as well as CIC members and partners
- ⇒ Participating in the formulation and/or analysis of wildlife/hunting policies and laws
- ⇒ Be responsible for the ongoing project on the organisation of international events in the framework of the World Exhibition "One with Nature" in 2021 in Budapest

III. International lobbying

- ⇒ Follow relevant processes of international conventions, agreements (the CIC is an inter-governmental observer of the CBD, CITES, CMS, AEWa) and programs, such as the Collaborative Partnership on Sustainable Wildlife Management (CPW). Plan and implement necessary interventions
- ⇒ Collaborate with the Federation of Hunting Associations in Europe on subjects related to EU policy issues
- ⇒ Collaborate with any other important stakeholder organisations for the purposes of advancing the vision and mission of the CIC

IV. Serve as Deputy to the Director General

- ⇒ Maintain daily communication with the DG
- ⇒ When requested, provide advice and assistance to the DG in his/her duties under the general annual work-plan of the DG
- ⇒ Regular update to the DG on relevant developments
- ⇒ Deputise for the DG upon request, including supervising the work of the staff at the Headquarters by overseeing the programmatic and administrative tasks necessary for the functioning of the office
- ⇒ Undertake duty travels as required
- ⇒ Where time allows, assist with the revision of communications/documents in English and German, French or Russian

Carry out any other tasks assigned and agreed upon by the Director General and/or Presidents of Divisions.

Entry on Duty: as early as possible

Desired Qualifications:

- Languages: Fluency in written and spoken English is a requirement; written and spoken proficiency in other official language(s) of the CIC (French, German and Russian) is an asset
- Preparedness to travel: The position requires extensive duty travel
- Education: University degree
- Experience: Minimum 5-10 years of practical experience with proven record of fundraising and preferably with international processes related to Multilateral Environmental Agreements (such as CBD, CITES, CMS). Candidates should bring to the job their own international network of professional contacts, and working experience in an international setting

Candidates preferably should be active hunters and/or have a strong background in wildlife management and/or nature conservation.

Remuneration:

The attractive remuneration consists of a negotiated base salary in line with seniority and experience of the candidate on the one side and on the other side of a bonus programme reflecting successes achieved in raising of funds.

Application

Please, submit your CV and cover letter in English with indication of salary expectations to Bezgacheva Daria (d.bezgacheva@cic-wildlife.org) **by 18th May 2018.**