

Title: Projects Officer at the Prince Albert II of Monaco Foundation

Job description:

The person will be integrated into the Projects & Initiatives Team, with the main task of managing the selection and monitoring of projects initiated or supported by the Foundation in accordance with the programmes defined by the Board of Directors.

- Participation in the preparation of calls for projects and their examination
- Active monitoring of the projects supported
- Coordination with the Foundation's partners
- Participation in the development and promotion of the Foundation's initiatives (particularly on forests)

Required profile:

Master's degree in project management and environment  
First experience in an international NGO

Required qualities and skills:

- Fluent English
- Project management
- Very good command of office automation tools
- Good presentation
- Writing and oral skills
- Organisational skills
- Rigour
- Good interpersonal skills
- Ability to adapt
- Autonomy and ability to work in a team
- Environmental awareness

Type of contract : 6 months renewable

Position based in Monaco

Reply address: [recrutement@fpa2.org](mailto:recrutement@fpa2.org)