

Czech Society for Ornithology  
Pan-European Common Bird Monitoring Scheme  
Job recruitment

***Job description & person specification***

**Position:** Coordinator of the Pan-European Common Bird Monitoring Scheme

**Full time**

**Fixed contract for 1 year with possibility of extension to permanent job**

**Salary:** 29 000 CZK Brutto

**Place:** CSO office, Na Bělidle 34, Praha 5, Czechia

**Reporting to:** Project manager (head of International monitoring & research).

**Main contacts/areas for liaison:**

- CSO staff in International monitoring & research unit
- Other CSO staff, especially Financial manager and accountant
- Project Steering & Technical Group
- RSPB
- Statistics Netherlands
- EBCC national delegates, BirdLife partners in Europe, national/regional monitoring coordinators
- EBCC Board
- BirdLife International
- European Commission

**Overall purpose of the job:**

The Pan-European Common Bird Monitoring Scheme (PECBMS) is an international project which aims to use birds as indicators of wider environment through production of Pan-European bird indices and indicators (more info at

<http://ebcc.birdlife.cz/pan-european-common-bird-monitoring-scheme-pecbms/>). A job holder will be responsible for the core activities of the project as well as for the grant supporting the core PECBMS activities.

A successful candidate will have a chance to participate in important international projects linking science, nature conservation and policy at European level, to develop his/her career further in friendly environment of Czech Society for Ornithology and its partners in Europe.

**Main duties:**

- Bird monitoring data collation, management, preparation of data for analysis
- Production of European population trends and indices using established statistical procedures
- Management of network of cooperating individuals and organisations
- Expert advice on monitoring methods, data management and analyses to coordinators of national monitoring schemes in Europe
- Collation and updating information on monitoring schemes in Europe
- Interpretation and presentation of project results, incl. conferences and other meetings
- Office management, project technical administration
- Organisation of meetings, workshops and other events
- Reporting to the main stakeholders of the project incl. delivery of the project financial and technical reports
- Coordination of other tasks in liaison with other team members:

- Improvement & management of the project web site
- Development of on-line tools for data collation and quality control
- Promotion of the project and its outputs
- Production of publicity and promotional materials
- Preparation of scientific publications
- Raising funds for continuation of the project
- Production of project reports

**Other relevant factors of the job:**

Occasionally the job requires travelling abroad incl. weekends.

**Requirements (essential):**

- University education (MSc degree min)
- Large experience in management of biological data
- Experience in active participation in research/conservation grants
- Communication skills and English language
- Knowledge of R
- Very good knowledge of MS Office incl. MS Access
- Good knowledge of principles of setting-up databases for large data sets
- Knowledge of European birds (biology, distribution, determination)
- Knowledge of statistical analysis of biological data
- Good knowledge of EU institutions and their structure
- Flexibility
- Ability to learn quickly
- Ability to cooperate with people from diverse cultural and economical environment

**Requirements (preferable):**

- Degree in natural sciences (zoology, ecology)
- Knowledge of TRIM
- Other European languages
- Experience in grant management, management of web pages, oral presentations at international meetings/conferences, organising meetings, workshops, conferences
- Participation in bird monitoring scheme
- Work with volunteers in ornithology/nature conservation, active work as a volunteer in ornithology/nature conservation
- Experience in administration of projects in NGOs
- Experience in production of semi-popular promotional materials (leaflets, brochures, etc.)
- Deeper computer skills incl. databases, GIS and programming
- Knowledge of field monitoring methods in ornithology

Suitable candidates should apply enclosing a full CV and motivation letter (both in English) to Alena Klvaňová, Czech Society for Ornithology, e-mail [klvanova@birdlife.cz](mailto:klvanova@birdlife.cz), in copy to [EuroMonitoring@birdlife.cz](mailto:EuroMonitoring@birdlife.cz). Applicants should receive a confirmation of a reception of their application. Selected candidates will be invited to interview which will take place in CSO office in Prague in September 2018. Incomplete applications will not be considered.

**Closing date:** September 3, 2018.