



Environment Project Team Member

DEADLINE FOR APPLICATIONS: 6 February 2009

DATE OF ISSUANCE: 17 December 2008

SCOPE: 80% - 100% position

ORGANISATION: International Road Federation

DUTY STATION: Geneva, Switzerland

About the International Road Federation

The International Road Federation (IRF) is a nongovernmental, not-for-profit organisation with the mission to encourage and promote development and maintenance of better, safer and more sustainable roads and road networks. Working together with its members and associates, the IRF promotes social and economic benefits that flow from well-planned and environmentally sound road transport networks. It helps put in place technological solutions and management practices that provide maximum economic and social returns from national road investments.

The IRF has a major role to play in all aspects of road policy and development worldwide.

- For governments and financial institutions, the IRF provides a wide base of expertise for planning road development strategy and policy.
- For its members, the IRF is a business network, a link to external institutions and agencies, such as the United Nations and the European Union, and a business card of introduction to government officials and decision makers.
- For the community of road professionals, the IRF is a source of support and information for national road associations, advocacy groups, companies and institutions dedicated to the development of road infrastructure.

Through the International Road Educational Foundation the IRF awards grants to graduate engineers and other transportation professionals from around the world in support of full-time academic training. With this the IRF actively supports the future generations who will build the road networks.

With a wide network across over eighty countries on six continents, the IRF believes that it can make a difference by providing best practices and expert advice to today's multi-faceted world of transport. **More information can be found on www.irfnet.org.**

Key Responsibilities

Within delegated authority, the Environment Project Team Member reporting to the Environment Project Manager and the Director General will be responsible for the following overall duties:

- Work within the IRF as the Theme Champion Environment for the global Transport Knowledge Partnership (gTKP).
- Act as the gTKP knowledge manager responsible for identifying, reviewing, structuring high quality information related to roads and transport.
- Write summaries and reviews on relevant publications, policies and recommendations.
- Write relevant inputs for the monthly newsletter of gTKP.
- Write articles and plan publications, either commissioned or written in-house.
- Identify, develop and manage the activities related to relevant environmental issues, taking into account that the market covered is essentially Africa, EECCA, Asia.
- Commission and/or execute in-house research.
- Monitor events, ensure attendance of conferences, prepare presentations and participate on behalf of gTKP and/or IRF at events making presentations as required.
- Assist the Coordinator Asia for IRF and gTKP activities.
- Plan scientific content of events and training seminars, research and organize speakers.
- Ensure information flow towards the team in IRF, especially the webmaster. Maintain effective communication regarding development activities and progress versus goals.
- Provide regular reporting on the gTKP activities.
- Personally develop relationships with gTKP potential prospects, with IRF potential members, with sponsors and donor organizations, and any other body as required.



- Assist with the elaboration of a promotion and marketing strategy for Greenhouse Gas (GHG) calculator.
- Actively present and sell the calculator and ensure that appropriate administrative actions are done.
- Improvement of processes and taking on of new activities as directed to him/her.

Required Competencies

- Analytical— synthesizes complex or diverse information. Demonstrates the ability to restate highly complex information understandable to others.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully, not rushing to judgment.
- Oral communication— the individual speaks clearly and persuasively in a manner that is respectable and inviting of thoughts and ideas from others.
- Ability to formulate policies, recommendations, strategies.
- Good presentation skills.
- Articulate, with a proven ability to listen, write, and speak effectively in English.
- Identifies priority activities and assignments and allocates appropriate amount of time and resources for completing tasks in a pressurized situation.
- Develops clear goals and objectives consistent with agreed strategies and adheres to deadlines, can focus on results.
- Ability to work collaboratively within a team and across organizational boundaries.
- High energy level, trustworthy, diplomatic, and possessing impeccable integrity.
- Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Willing to learn from others, and support and act in accordance with the final group decision even if not reflective of ones personal position.
- Demonstrates strong intellect, creativity, drives for change and improvement, anticipates trends and has entrepreneurial capabilities.
- Demonstrate flexibility, adapting to change rapidly. Proven ability to work autonomous, but in a team.
- A proven passionate commitment to the values, mission, and purpose of IRF.

Education

A university degree in business administration, international relations or any other related field.

Work Experience

Several years experience as a generalist, as a community cluster manager, or as a researcher working on practical projects. Experience in working in an international environment is highly welcome. Experience in the field of transport and/or environment is an asset. The person must be able to work in a fast changing environment and be able to manage stress.

Languages

English is the working language of the IRF. We require absolute fluency, oral and written, in English. Ability to speak French and another language is desirable.

Other Skills

Fully skilled in use of computer and usual programmes (word, excel, outlook, internet, etc).

How to apply

Sorry, we can only accept applications from Swiss and EU nationals.

Please send your curriculum vitae in English together with the relevant copies of your work certificates by postal mail to

Sibylle Rupprecht,
Director General
International Road Federation
2 chemin de Blandonnet
1214 Vernier/Switzerland

or by **EMAIL** to

srupprecht@irfnet.org

The IRF is an equal opportunities employer. The IRF is a non-smoking environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.