**The Ministry of Environment is seeking to recruit a fund manager for the Environment Fund**

**Duties and responsibilities**

The Fund Director will be expected to assume the following duties and responsibilities;

1. Manage the daily operations of the Fund, and ensuring implementation of the Board of Director’s decisions.
2. Prepare reports, studies and recommendations required to run the Fund’s operations and presenting them to the Board for ratification and approval.
3. Prepare evaluation criteria of proposals submitted to the Fund, and approving them by the Board.
4. Sign contracts and agreements entered into with the Fund’s beneficiaries as mandated by the Board.
5. Prepare the work plan and the annual report required at the beginning of each financial year.
6. Assume other tasks delegated to or charged to him / her by the Board.

**Qualifications**

The successful Candidate is expected to meet the following qualifications:

1. University degree in management, finance, economics, business administration, environmental engineering or a closely related subject. A post-graduate qualification in a relevant subject and relevant experience with environmental project financing would be an advantage;
2. A minimum of seven years of professional experience gained in non-profit fund, financing or similar business environment , of which at least 5 years will have been at senior management level;
3. Solid understanding of the use of economic instruments to advance environmental policy and natural resource management (subsidies, environmentally-related taxes, fees and charges, carbon trading);
4. Strong financial analysis and evaluation skills;
5. Strong English and Arabic communication skills (written, verbal, and interpersonal);
6. Results orientated and ability to work in an organized and systematic manner; sound judgment, innovative and flexible;
7. Demonstrated creative and critical thinking skills and problem solving skills;
8. Experience in fundraising and managing relationship with donor agencies and private corporations;
9. Proven experience in managing personnel and ability to work well as a team member with other staff and board committees and to motivate others to participate;
10. Proven record in proposal development and grant review and writing.

Only qualified candidates who meet the above requirements are invited to send their up-dated C.V no later than 13 December 2021 via email at the address: **husnei.alkhalili@MOENV.GOV.JO**