

JOB ADVERTISEMENT

Programme Manager, Biotechnologies and Environment

The Heinrich Böll Stiftung (hbs) is a non-profit organisation that is part of the global Green movement. Headquartered in Berlin, Germany, hbs has a network of over 30 offices around the world. It advances public participation and socio-economic transformation through civic engagement and critical dialogue.

Our Hong Kong office hosts the Asia Global Dialogue programme, which seeks to promote engagement between Europe and Asia on developing and transformative technological, socio-economic and policy trends in Asia. We support in-depth analysis, research and publications, bring together stakeholders, experts and academics from various disciplines, and create opportunities for learning, exchange and dialogue in the region and beyond.

We are looking for a full-time Manager for our Biotechnologies and Environment Programme for immediate employment. S/he will help to build, shape and expand a programme focusing on the **societal and environmental dimensions and impacts of new developments in the areas of biotechnology, genomics, food and agriculture.**

Main Responsibilities:

- Conceptualize, develop, plan, implement, monitor/evaluate and report on the programme
- Provide ongoing analysis on key trends in the fields of biotechnology and at the intersection of environment and technology
- Liaise and network in the programme's focus region in East Asia, identify project partners
- Manage and monitor partners project proposals/contracts/grants within the programme
- Oversee and facilitate programme research and publications
- Handle programme related administration and finance (e.g. budget planning & control, narrative reports)
- Plan and support events (e.g. conference, workshop)
- Contribute to hbs' website, social media, internal documentation, reporting and newsletters
- Ensure the integration of gender issues into all aspects of work

Your Profile:

- University or equivalent degree in social and/or natural sciences, environment studies/management
- 3-5 years professional experience or proven track record, experience in managing complex projects
- Experience in working with non-governmental organisations/research institutions or in science journalism
- Excellent knowledge of English; high proficiency in Chinese; an additional regional language is an asset
- Strong organisational skills and time management, work pro-actively under minimum supervision
- Solid understanding and sense of the local/regional landscape, context and debates; an understanding of the research and policy landscape in Europe would be an asset
- Good presentation and networking skills
- Readiness to travel internationally
- Strong team spirit and intercultural skills
- Identification with hbs' values and objectives

What we offer:

- A two-year contract, with an option for renewal
- A dynamic and international work environment in an organisation with 33 offices around the globe
- A work environment in a small team with the opportunity to bring in your own ideas
- Options for flexi-time working; 13th month salary; medical insurance

Your job application should include:

- A motivation letter explaining your specific interest in this position, including thoughts about what you consider the most relevant and pressing issues in this field of work
- A detailed CV, information on expected salary and availability

Please send your application to: recruitment@hk.boell.org