VN 26/55 Project Coordinator - Strengthening Early Warnings in Africa

The European Commission's Directorate-General International Partnerships (DG INTPA) is funding projects to "enhance African capacities to access, process and exploit Earth observation data and products" for early warning systems related to hazardous weather or climate events, air quality, and greenhouse gas monitoring. The Strengthening Early Warning in Africa (SEWA) and HEWA projects are funded under the Africa-EU Space Partnership Programme (AESPP). SEWA focuses on strengthening capacities for weather, climate and early warning services. HEWA focuses on atmospheric composition, air quality and greenhouse gas monitoring. EUMETSAT is one of the implementing partners for both projects, alongside the African Union Commission and the European Centre for Medium-Range Weather Forecasts (ECMWF). The EUMETSAT activities under these projects contribute to enhance African capacities to access, process and exploit Earth observation data and products. They will also support establishment of regional capacities to generate satellite-based products for immediate forecasting (nowcasting), air quality and greenhouse gas monitoring. There will be also a significant training element to the projects. The contribution of this role will be to support the implementation and coordination of activities across both projects, with a primary focus on HEWA, including planning, monitoring, contract follow-up, reporting and coordination across multiple implementation partners, contractors and stakeholders.

The SEWA and HEWA projects are implemented under a common EUMETSAT-DG INTPA Agreement and are delivered through closely coordinated governance, planning and reporting arrangements.

This post is in the User Support and Climate Division of EUMETSAT and will work in close collaboration with colleagues in the Strategy, Communication and International Relations Division, as well as several divisions of the Technical and Scientific Support and Administration Departments.

Reporting to the SEWA Project Manager, this role will primarily coordinate the implementation of EUMETSAT activities related to atmospheric composition, air quality and greenhouse gas monitoring under the HEWA project and will support coordination, monitoring and reporting activities across both HEWA and SEWA implemented under the EUMETSAT-DG INTPA Agreement.

LOCATION

Darmstadt, Germany

QUALIFICATIONS

You will have a university degree or equivalent experience and in-career training that is relevant to the tasks. This will include significant project management training, as well as development management and partnership building.

LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and working knowledge of French is a distinct advantage.

DEADLINE

21 December 2026

The role will be responsible for the day-to-day coordination of a defined portfolio of activities relating primarily to atmospheric composition, air quality and greenhouse gas monitoring. This will include coordinating relevant scoping and research activities, supporting the development and implementation of procurements, mapping the relevant African institutional and programme landscape, and following up the work of contractors and partners.

A particular focus of the role will be to support effective coordination across African and European organisations contributing, and to ensure African ownership and successful implementation and long-term sustainability of project outcomes.

Supporting the Project Manager, the post holder will ensure that accurate planning, budget, risk and project performance information is available for integration into overall management, donor reporting and governance. The post holder will also contribute to coordination, monitoring and evaluation activities across the wider team, including links with the project's early warning activities and technical specialists.

Duties

- Coordinate the implementation of the activities primarily related to atmospheric composition, air quality and greenhouse gas monitoring, including detailed planning, monitoring and reporting, and the maintenance of implementation plans, schedules, actions, and risks.
- Lead the preparation, initiation, management and monitoring of procurements and contracts, including monitoring milestones and timelines, assessing deliverables, coordinating with contractors and to supporting contract performance
- Support overall project governance and donor reporting, including preparation of documentation for management, steering committees, review meetings and reporting to the European Commission and other stakeholders.
- Contribute to coordination across the overall team, helping to align atmospheric-composition activities with the project's early-warning activities, communications, stakeholder engagement and institutional partnerships.
- Facilitate collaboration between African and

management.
- Coordinate atmospheric composition, air quality and greenhouse gas monitoring activities across EUMETSAT, contractors and partner organisations, ensuring effective communication, timely exchange of information and alignment across work packages.
- Maintain planning, financial and performance information for the assigned portfolio, including expenditure forecasts, commitments, indicators, expected results and progress against agreed plans.

European organisations contributing to the projects, supporting knowledge exchange, engagement of African experts, African ownership and the long-term sustainability of project outcomes.
- Support project communication, outreach and representation activities, including contributions to project communications, events, workshops and meetings with stakeholders.
- Undertake regular travel within Africa and Europe, to support project implementation, coordination and stakeholder engagement.

Skills and Experience

- Proven (more than 5 years) project management experience in a weather / environmental service and/or development assistance or similar context including project planning, implementation, monitoring, reporting, contract management, and partnership coordination. You will come with a curiosity for how environmental data can be used to benefit Africa.
- Experience of working on institutionally funded projects, including the preparation of technical, financial and narrative reporting. Experience of European Union or European Commission funded projects would be an advantage.
- Significant experience (more than 3 years) of working in international partnerships involving multiple organisations and stakeholders, including with African partner organisations or similar experience.
- Demonstrated experience coordinating activities and monitoring progress across multiple organisational units, organisations and disciplines, including the follow-up of actions, deliverables, milestones and risks.
- Understanding of the role and function of national environmental agencies or weather services and the contribution of monitoring and warning information to society.
- Experience supporting monitoring, evaluation and learning activities, including the

collection and analysis of indicators, evidence and lessons learned, would be an advantage.
- To be successful in this role you will have very strong organisational, analytical and problem-solving skills; excellent coordination and organisational skills. This will be underpinned by excellent partnership building, communication (including written), networking, and inter-personal skills.
- The EUMETSAT core values are integrity, collaboration, empowerment, excellence and open-mindedness.

Employment Conditions

The position is subject to third-party funding and is strictly limited to the duration of the project. The role is expected to commence in early 2027, **with a fixed-term contract of three years**. This position is subject to final project funding approval and to EUMETSAT council approval in December 2026. Internal candidates who are interested can contact HR in case of further questions

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 7,553 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.
Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe’s meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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