

JUNIOR TECHNICAL ASSISTANCE FACILITY MANAGER

The CFC is seeking to hire a **Junior Technical Assistance Facility Manager**, based in its Amsterdam office, to support the work of the Technical Assistance (TA) Facility Management team in its goals of external service provision and the expansion of networks within the financial service providers active in agricultural development in Africa and Latin America.

This position is being offered as a fixed term contract of one year, with possibility of renewal. The CFC pays an attractive income tax free salary in line with United Nations grade levels, with additional benefits. The remuneration for this position shall be between € 3,100 – € 3,800 per month (37.5 hours per week) depending on qualifications. Part time working arrangements of 30 hours each week can be considered.

Duties and Accountabilities:

The Junior TA Facility Manager will report to the Project Manager responsible for TA Facility Management and their specific responsibilities include, but are not limited to:

- Draft Annual TA Facility Budgets and quarterly updates.
- Develop, structure and draft TA projects and proposals, incl. budget for portfolio investees of impact investing funds focusing on the agricultural sector.
- Prepare semi-annual TA Facility Progress Report.
- Prepare Board Documents.
- Confidently represent the TA Facility Manager in Teleconferences, Board Meetings, and other formal Technical Assistance related meetings, conferences and vis-a-vis external third parties.
- Contribute to Quarterly and Annual Reports.
- Draft Terms Of Reference's, issue and evaluate tenders in accordance with different tendering procedures.
- Negotiate and draft service contracts.
- Manage consultants and investees receiving Technical Assistance.
- Travel for project identification, development and monitoring.
- Maintain contact and information flow with Investment Fund Managers, Compliance Advisors and Investment Fund Boards.
- Any other responsibilities assigned by the Project Manager and/or Chief Operations Officer.

Furthermore the applicant should show knowledge of, or willingness to rapidly acquaint with, the following specific fields:

- Corporate Social and Environmental Management Systems (SEMS)
- Impact monitoring and evaluation methodologies
- Tropical agriculture/forestry, value chains and farming systems, agricultural finance.
- Organization of smallholder farmers/outgrower schemes
- Project management
- TA Project development and proposal writing
- Tendering procedures, evaluation and contracting

Competencies:

Communication and Team Work. Demonstrates openness in sharing information and keeping people informed, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Strong functional and operational understanding. The successful applicant must possess a clear understanding of what it takes to manage TA projects in a complex and critical stakeholder environment with diverging goals and objectives.

Core commitment to good governance and ethical business practices. The successful applicant will have experience in best practices in diligence and governance.

Professionalism. The Junior TA Facility Manager should show persistence when faced with difficult problems or challenges, must remain calm in stressful situations.

Selection Criteria:

- (Academic) background in Agriculture / Forestry or International Development / Relations / Business / Project Management / Finance.
- Excellent knowledge in Power Point, Excel and Word.
- Excellent interpersonal communication, writing and presentation skills.
- High level of attention to detail.
- Strong team player with excellent client service orientation and openness to feedback and new ideas.
- Excellent command of written and spoken English. Preferably good command of written and spoken French and/or Spanish.

Applicants should complete [this short form](#) and send a brief cover letter and concise curriculum vitae, in English, to recruitment@common-fund.org.

The closing date for application is **Friday 31st May 2019**.

Please note that the CFC reserves the right to close this vacancy earlier than the specified date should we receive sufficient applications.

Applicants must be from Member Countries of the Common Fund and suitably qualified women are strongly encouraged to apply. Only short-listed candidates will be contacted.