

## INTRODUCTION

The Common Fund for Commodities (CFC) is an international financial institution established within the United Nations (UN) ecosystem, with 101 Member States across the globe. With poverty alleviation as its core mission, the CFC operates as an impact investment fund for commodity-dependent developing countries. Headquartered in Amsterdam since 1989, the CFC has been instrumental in mobilizing over one billion US dollars in investments for small and medium enterprises (SMEs) and smallholder farmers, while acting as a bridge between developed and developing economies in line with global sustainability agendas.

The CFC has a small administrative support team with complementary responsibilities that contribute to the organization's mandate. The Administrative Assistant: Travel & Events is responsible for travel arrangements for staff members, consultants, meeting participants, and other stakeholders, as well as for the coordination and organization of meetings, conferences, workshops, and official events. Additionally, the post provides administrative support to the HR Specialist.

## POSITION DETAILS

The ideal candidate will bring at least five (5) years of relevant experience in general administration, travel arrangements, and event management, ideally in a governmental, intergovernmental, or multistakeholder environment. Experience in HR-related administrative support is considered an asset.

This is a full-time position currently based in Amsterdam. Remuneration is offered at the ICSC G-5 level. The initial appointment is for one year, with the possibility of extension subject to performance and availability of funding. The CFC offers a competitive tax-exempt compensation package and professional development opportunities within an international organization.

## DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

The Administrative Assistant: Travel & Events will support the Managing Director's Office and the Accounting and Administration Unit, reporting to the Head of Accounting and Administration. Duties include, but are not limited to:

- Coordinate meetings, conferences, workshops, and webinars, including venues, equipment, interpretation, catering, and participant logistics such as online registration and onsite badge management.
- Arrange travel for staff members, consultants, and meeting participants, ensuring compliance with CFC policies and procedures.
- Liaise extensively with local Dutch service providers, including travel agencies, hotels, venues, caterers, transport providers, and other vendors, ensuring timely, cost-effective, and contract-compliant service delivery.
- Support communication with representatives of Member States regarding participation in Governing Council, Executive Board, and other official intergovernmental meetings.
- Support the logistical organization of high-level diplomatic and intergovernmental meetings, including visits by ambassadors, senior government officials, and institutional partners, with appropriate discretion and attention to protocol.
- Assist with reception and visitor management at CFC offices, including arrangements for high-level visitors and internal staff events.
- Support administrative tasks such as preparation, printing, and distribution of institutional publications, including the Annual Report.
- Provide administrative support to the HR function, including interview scheduling, onboarding logistics, maintenance of personnel and consultant records, training files, and oversight support for HR-related insurance contracts, as requested.

- Assist, as required, with basic monitoring of travel and event-related expenditures and coordination with vendors to ensure value for money.

## COMPETENCIES

- **Communication and Teamwork:** Demonstrates openness in sharing information, works collaboratively across functions, and values diverse perspectives.
- **Client Orientation:** Provides timely, courteous, and service-oriented support to staff, consultants, Member State representatives, event participants, and visitors, with high attention to detail and confidentiality.
- **Governance and Ethics:** Demonstrates commitment to good governance, integrity, discretion, and ethical administrative practices in an intergovernmental setting.
- **Professionalism:** Conscientious, reliable, and efficient in meeting deadlines and managing multiple priorities, particularly during peak periods around Governing Council and Board meetings.<sup>180</sup>

## SELECTION CRITERIA

- Completion of secondary education, with evidence of continued professional training in administration, travel services, event planning, or HR support.
- At least five (5) years of progressively responsible experience in administrative support, with demonstrated experience in travel arrangements, event coordination, HR support, or office management in an international or multicultural environment.
- Demonstrated experience organizing meetings, conferences, workshops, or staff events, including coordination with service providers and vendors.
- Proven experience arranging travel in compliance with organizational policies and procedures.
- Strong user skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) and experience working with virtual meeting platforms (e.g. Zoom, Teams). Experience with online event registration systems, travel booking platforms, or participant databases is an advantage.
- Ability to synthesize information and communicate clearly, orally and in writing, with diverse stakeholders.
- Strong organizational and multitasking skills, with attention to detail and ability to work under pressure.
- Excellent interpersonal skills, including experience liaising with government officials, international organizations, or external partners.
- Ability to maintain accurate records and handle sensitive information with discretion and confidentiality.
- A positive team player with strong service orientation and openness to feedback.
- Excellent command of English is required. Proficiency in Dutch is a priority requirement, while knowledge of French is a strong advantage.
- Willingness to travel when required.
- It is important to note that the CFC can only employ nationals from its Member States. For a full list of Member States please refer to the “About” section of the CFC website.

## TO APPLY

Applicants should complete [this short form](#) and send a brief cover letter (max 500 words) and concise curriculum vitae, in English, to [recruitment@common-fund.org](mailto:recruitment@common-fund.org), including their **FULL name and Vacancy Ref (2026-02) in the email subject heading**, eg. *SMITH, John (2026-02)*.

The closing date for applications is 18:00hrs (CET) on Friday 13 March 2026.

## ADDITIONAL INFORMATION

*Due to the anticipated number of applicants for this opportunity the CFC reserves the right to close this opportunity once sufficient applications are received; contact will be made with shortlisted candidates only. The CFC may use secure digital tools, including AI-assisted systems, to support the initial analysis of applications. These tools do not make decisions on eligibility or selection; all recruitment decisions are made by CFC staff. All personal data is processed confidentially and in accordance with applicable data protection standards for international organizations.*