



The COMMON FUND FOR COMMODITIES is inviting qualified candidates to apply for the position of **Personal Assistant to the Managing Director (G6)**

PERSONAL ASSISTANT TO THE MANAGING DIRECTOR

The Common Fund for Commodities (CFC) is an international financial institution established within the United Nations ecosystem, currently comprising 101 Member States. With poverty alleviation as its core mission, the CFC operates as an impact investment institution dedicated to reducing commodity dependence and strengthening commodity value chains in developing countries.

Based in Amsterdam since 1989, the CFC has been instrumental in mobilizing over USD 1 billion in investments benefiting Small and Medium Enterprises (SMEs) and smallholder farmers, while serving as a bridge between developed and developing economies. Building on this foundation, the organization is expanding its reach through the development of additional investment vehicles and partnerships with public, multilateral, and private-sector stakeholders, while continuing to pursue its core development mandate.

The Office of the Managing Director occupies a unique position within the organization. The Managing Director is elected through a highly competitive international process by Member States and holds a rank equivalent to that of a United Nations Under-Secretary-General. As such, the incumbent of the Personal Assistant position will be expected to support and safeguard the dignity, integrity, and effective functioning of the Office of the Managing Director at all times.

The CFC is seeking a Personal Assistant to the Managing Director to provide high-level administrative, organizational, and coordination support to the Managing Director. This role is responsible for overseeing the overall functioning of the Managing Director's Office, with a strong focus on managing correspondence, calendars, and travel arrangements; supporting governance processes for the Consultative Committee (CC), Executive Board (EB), and Governing Council (GC); and ensuring effective follow-up across the organization and with external stakeholders.

The ideal candidate will have a minimum of six years of administrative experience, preferably within an international organization or a senior executive office environment. The candidate should demonstrate excellent organizational and coordination skills, sound judgment, diplomacy, discretion, and the ability to manage multiple priorities with close attention to detail. Experience supporting high-level officials, coordinating complex schedules and travel, and handling confidential and sensitive information is essential.

This is a full-time position based in Amsterdam. A tax-free remuneration is offered at the ICSC (International Civil Service Commission) G-6 level. This is a locally recruited position and does not carry international recruitment status, relocation benefits, or associated allowances. The initial appointment will be for a fixed term of two years, with the possibility of further extensions subject to organizational requirements and satisfactory performance.

Why Join CFC?

- Contribute to a global mission of poverty alleviation and sustainable development.
- Play a key role in shaping the financial and administrative strategies of an international financial organization.
- Work in a dynamic and multicultural environment with a team of dedicated professionals.
- The CFC pays an attractive compensation based on United Nations grade levels, including a tax-exempt salary and additional benefits.
- Opportunities for professional growth and development.

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

CORRESPONDENCE AND COMMUNICATION

- Arrange appointments and maintain the Managing Directors calendar.

- Be the focal point for visitors to the Managing Director.
- Prepare briefing materials for use on special trips or special meetings.
- In charge of Protocol matters, including arranging meetings with high rank officials and official delegations.
- Participate in the organisation of staff meetings or special meetings.
- Membership Matters and all matters relating to Governors, Executive Directors and Alternates, and interested countries.
- Contact with UN agencies, World Bank, Development Banks and other International Financial Institutions (IFIs).
- Final check of drafted documents for MD signature.
- Prepare draft documents for GC/EB meetings including minutes outline.
- Responsible for following up on participation of member countries to ensure meeting quorum (EB/GC)
- Coordinate talking points, briefing materials, minutes and background notes for the Managing Director's meetings and engagements with dignitaries and senior stakeholders.
- Answer switchboard and direct incoming telephone calls.
- Support the follow-up and coordination of strategic priorities to help ensure the timely implementation of the Managing Director's vision and directives.

ADMINISTRATIVE MATTERS

- Handling all incoming mail.
- Coordinate and arrange travel schedule (MD).
- Support with any administrative tasks required for the smooth running of the organization.
- Review the administrative processes and provide input to streamlining of the processes.
- Responsible for sending out mail / courier shipments.
- Cover for the other Assistants when needed.
- Backup for some HR and office assistance tasks.

RECORDS, DATA AND PAYMENTS

- Create procedures of the used processes.
- Maintaining lists and database of Governors, Executive Directors, International Commodity Bodies, International Organizations and Observers.
- Checking invoices (MD Office) and passing for payment.
- Backup for electronic bank payments to be made.

COMPETENCIES

Empathy. An ability to have a deep understanding of the challenges faced by marginalized communities, particularly in the developing world.

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

Structured and analytical thinking. Demonstrating the capacity and skill to obtain and analyse complex information from multiple sources.

Commitment to good governance and ethical business practices. Commitment to ethical business practices, diligence and good governance. Understanding of the UN Global Compact principles is an advantage.

SELECTION CRITERIA

- Completion of secondary school education.
- A minimum of 6 years of experience in administrative or executive support roles, preferably within an international or multicultural environment.

- Proven experience in supporting senior management, including calendar management, travel coordination, and meeting preparation.
- Demonstrated ability to manage sensitive and confidential information with discretion.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines under pressure.
- Excellent written and verbal communication skills in English and good communication skills in French; knowledge of additional languages is an asset.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Sharepoint) and familiarity with office management systems.
- Experience in coordinating meetings and supporting governance processes is an advantage.
- Ability to work independently as well as collaboratively in a small, multicultural team.
- High level of integrity, professionalism, and attention to detail.

Note: The CFC can only offer opportunities to nationals of its member states. Please refer to the “About” section of the CFC website for the full list.

TO APPLY

Applicants should complete [this short form](#) and send a brief cover letter (max 500 words) and concise curriculum vitae not exceeding 3 pages, in English, to recruitment@common-fund.org including their FULL name and Vacancy Ref (2026 - 06) in the email subject heading.

The closing date for applications is 18:00hrs (CEST) on Friday 19 June 2026.

Due to the anticipated high number of applicants, the CFC reserves the right to close this opportunity once sufficient applications are received, contact will be made with shortlisted candidates only.

ADDITIONAL INFORMATION

- **Please note that the CFC does not accept unsolicited resumes.**
- **Applications received after the closing date will not be considered.**
- **Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.**
- **The CFC embraces diversity and is committed to equal employment opportunity.**
- **The CFC reserves the right to appoint a candidate at a lower level than the advertised level of the post.**
- **All CFC staff are responsible for performing their duties in accordance with the CFC Policies, Code of Conduct and associated guidelines, as well as other relevant accountability frameworks.**
- **It is the policy of the CFC to conduct background checks on all potential personnel. Recruitment in the CFC is contingent on the results of such checks.**