

## **JUNIOR TECHNICAL ASSISTANCE FACILITY MANAGER (LEAVE COVER)**

The Common Fund for Commodities (CFC) is an United Nations affiliated international financial institution, currently with 101 member states. With poverty alleviation as its core mission, the CFC operates as an impact investment fund by easing commodity dependence in the developing world. With its headquarters in the innovation rich Netherlands, since 1989, the CFC has been instrumental in bringing over a billion US dollars' worth of investments for Small and Medium Sized Enterprises (SMEs) and smallholder farmers, while acting as a bridge between developed and the developing world following a sustainability roadmap.

The CFC is seeking to hire a **Junior Technical Assistance Facility Manager** to cover a period of absence. The anticipated duration of this contract is from 01 August 2026 (or sooner dependent upon availability) until 30 April 2027 with the possibility of extension dependent on the evolving needs of the team and the availability of funding.

The ideal candidate will bring solid experience in technical assistance project and programme management, including project design, implementation, and monitoring within impact investing or agricultural development contexts 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 is a full-time position currently based in Amsterdam. Remuneration is at the ICSC P1 grade level. The CFC offers an attractive compensation package, including a **tax-exempt salary** and additional benefits.

## **DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES**

The Junior TA Facility Manager will formally report to the Senior TA Facility Manager during the periods before and after their parental leave, and during the parental leave period to the Chief Operations Officer (COO). Practical day-to-day supervision and guidance will be provided by the TA Facility Managers.

Responsibilities include, but are not limited to:

- Support in originating, conceptualizing, structuring and drafting TA project proposals, including project budgets, for portfolio investee companies or impact investing funds focusing on the agricultural sector.
- Support the drafting of Annual TA Facility Budgets and quarterly updates.
- Support the preparation of documentation for the various Funds' governing bodies (incl. TA Facility Committees, Investment Committees, Boards).
- Represent the TA Facility Managers in teleconferences, meetings of the Governing Council and Executive Board of the Common Fund for Commodities, and other TA-related meetings and engagements with external stakeholders.
- Develop and write high-quality impact stories for publication, demonstrating the outcomes of TA interventions and highlighting the lived experiences of smallholders, SMEs, and cooperatives in a compelling and empathetic manner.
- Contribute to, and prepare, Quarterly and Annual Reports across various Funds.

- Support the drafting of Terms of Reference (ToRs), issuance and evaluation of tenders in accordance with established procedures.
- Assist in negotiation and drafting of service contracts.
- Manage consultants and investees receiving Technical Assistance.
- Travel internationally for project identification, development, and monitoring as required.
- Maintain proactive communication with internal teams and external stakeholders.
- Collaborate across the wider CFC team to promote a whole-of-CFC approach in addressing global commodity dependence through knowledge sharing, coordination, and innovation.

## TECHNICAL EXPOSURE / KNOWLEDGE AREAS

Applicants should demonstrate knowledge of, or willingness to quickly learn:

- Project and project portfolio management
- Tropical agriculture, forestry, and agricultural value chains
- Agricultural finance and smallholder systems
- Organization of farmer groups and outgrower schemes
- Environmental and Social Management Systems (ESMS/SEMS)
- TA Project conceptualization and proposal writing;
- Impact monitoring, mapping and project/program evaluation methodologies
- Tendering procedures, evaluation and contracting.

## COMPETENCIES

**Communication and Teamwork:** Ability to communicate openly, value diverse perspectives, and collaborate effectively across teams and cultures.

**Functional and Operational Expertise:** Strong understanding of how to develop and manage TA projects in complex stakeholder environments with competing priorities.

**Commitment to Governance and Ethics:** Demonstrates integrity and adherence to best practices in governance and due diligence.

**Professionalism:** Resilience, composure under pressure, and persistence in solving complex challenges.

**Impact Orientation and Empathy:** Demonstrates a strong commitment to development impact, with the ability to translate project outcomes into meaningful narratives and a genuine sensitivity to the needs and challenges of smallholder farmers, SMEs, and cooperatives.

## SELECTION CRITERIA

- Master's degree in Agriculture, Forestry, International Development, Business, Finance or related fields.
- Minimum of two years' relevant experience in impact investing, development finance, or agricultural development.
- Strong understanding of agri-commodity sector challenges, particularly in Sub-Saharan Africa.
- Proven ability to manage multiple projects and project portfolios while delivering on agreed timelines.
- High level of autonomy, motivation, attention to detail and accountability.
- Strong interpersonal communication, writing, and presentation skills.
- Demonstrated experience in impact measurement, monitoring, and storytelling.
- Experience with Monitoring, Evaluation & Learning (MEL) frameworks.

- Experience in grant fundraising or other capital raising is an advantage.
- Proficiency in MS Office.
- Excellent English; French is highly valued, and Spanish is an asset.
- Willingness to travel internationally.
- Experience in emerging markets or with agri-business ecosystems is highly valued.

*Note: 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 (2026-08) in the email subject heading.**

The closing date for applications is 18:00hrs (CEST) on Wednesday 10 June 2026.

*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.*