



## VACANCY ANNOUNCEMENT for a temporary position

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking an outstanding candidate to replace a colleague during her absence for the positions of:

### Officer, Risk and Compliance

Under the supervision of the Head, Contract Development and Compliance, the **Officer, Risk and Compliance** will contribute to contracts, compliance and risk management on an organizational level as well as in the management and monitoring of organizational due diligence needs.

The Officer, Risk and Compliance will be responsible for generally ensuring internal organizational and donor requirements are met in the Crop Trust's operational and contracting rules, procedures, and processes, based on international standards set, e.g., by the UN, World Bank, ILO and others. To ensure this, the Officer, Risk and Compliance will support and advise all relevant Crop Trust teams in their efforts to contract partners including donors, research partners and service providers. The Officer, Risk and Compliance also will be responsible for ensuring alignment of the Crop Trust's processes and operations with its governance documentation as well as with compliance covenants the Crop Trust agreed to with its partners. They will further manage and coordinate the institutional risks.

The **responsibilities** of the position include the following:

- Generally assist the organization in drafting, negotiating and concluding contracts that ensure compliance with donor requirements (governmental and private sector) and compliance with Crop Trust rules and regulations. This task includes review of technical proposals submitted to and received from partners, tender documents, quotes, and contract drafts including contribution and sub-grant agreements, consultancy contracts and service contracts.
- Advise relevant Crop Trust teams to ensure all relevant requirements are met prior to contract conclusion. In particular, liaise with the Finance team to ensure budget, reporting and audit requirements are met.
- Ensure that procurement processes are in compliance with the donor requirements, international standards and best-practices. Review tender processes to ensure that they are in line with the Crop Trust rules and that tenders are properly prepared and in line with compliance requirements as well as with the technical needs of the Crop Trust teams.
- Act as focal point of the organization's due diligence framework and undertake due diligence checks on contracting partners with a view to ensuring compliance with the organization's and the donor's standards on anti-terrorism and anti-money laundering activities, and any other ethical and technical requirements.
- Undertake due diligence checks on potential donors, strategic partners and other partnership opportunities.

- Conduct compliance assessments in tender applications and evaluate the applicants on their ESG performance.
- Monitor implementation of internal controls and processes established to ensure compliance with internal organizational requirements as well as with donor, auditing and ESG requirements. As the need arises, contribute to the advancement of ERP modules to digitally streamline internal processes and clearance lines.
- Act as focal point of the organization's risk management framework and manage, update, monitor and report on the implementation of the Crop Trust's institutional risk management strategy.
- Act as focal point of the organization's data protection framework and manage and coordinate protection of personal data and generally act as the data protection officer. Oversee personal data protection within the Crop Trust and address the internal and external inquiries, requests and questions on data protection
- Coordinate the ERP processes regarding contracting and compliance and ensure contract and governance documentation is properly filed, accessible by relevant teams, and searchable.
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## Qualifications, Skills, and Experience

### Education

- University degree in International Law, International Organizations Management, International Project Management, Organizational Risk Management or related field with sound and proven knowledge and experience in technical and financial project implementation and management, and procurement
- The Crop Trust may also consider accepting other backgrounds provided the candidate has proven relevant experience received in an international organization

### Experience

- 6 years of relevant and progressive professional experience in working in a relevant position in an international organization;
- Advanced knowledge of regulatory, contractual, legal, ethical and financial compliance requirements associated with international donor funding and with the requirements of a not-for-profit organization operating under international law;
- Strong project management and organization skills;
- Proficiency in complex ERP systems and intermediate to advanced level MS Office skills.

### Language requirements

- Fluency in English.

**Terms and Conditions:** The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General Service position classified as Level 3, with Level 3 being the highest Level in the General Service Grade Levels. The salary range for this level starts at Euro 40,000. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid in Euros. Relocation costs are not covered. **The contract duration will be 6 months**, an extension beyond the 6 months is currently not planned for. The desired starting date is April 2025. The position will be subject to a probationary period of 1 month.

**Applications:** Interested candidates should submit the following (incomplete applications will not be considered):

- 1. A one-page motivation letter including summary of your qualifications and experience,** indicating how you meet the expected set of skills and competencies for the position and your drivers for applying.
- 2. Your *Curriculum Vitae* in English** (please include your current residence address, telephone, and email address, date of birth, gender and nationality).
- 3. Names and full contact details of at least three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1131272>

**Deadline for applications is 02 February 2025.**

*By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).*

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.  
Only short-listed candidates will be contacted.*