



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust (Crop 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 for the position of:

Project Specialist – Capacity and Resource Development

Under the direct supervision of the Senior Scientist and Project Coordinator, the Project Specialist will be responsible for implementing the Organization's Biodiversity for Opportunities, Livelihoods and Development (BOLD) Project – Work Package 1 (Capacity and Resource Development). More information about the BOLD Project can be found at (<https://bold.croptrust.org/>).

Responsibilities include:

- Engage with partners to negotiate workplans and establish grant agreements, ensuring alignment with project goals and donor expectations;
- Coordinate training and capacity development activities for partners;
- Manage the procurement of agreed equipment and consumables;
- Liaise with partners, troubleshoot problems, and provide scientific advice and technical backstopping, including site visits when required (duty travel to sites abroad will be required);
- Manage the terms and conditions of grants, service, and consultancy contracts and ensure that the proposed activities are completed as per the agreement;
- Oversee the monitoring and evaluation of project activities, working closely with the Crop Trust M&E Manager to ensure that results are achieved;
- Draft or contribute to documents, publications, and presentations as required for project reporting and communications;
- Stay updated on scientific developments and key stakeholders relevant to the area of responsibility;
- Contribute to the smooth and coordinated functioning of the Programs Team, liaising with other teams as necessary for effective institutional cohesion; and
- Represent the Crop Trust as necessary.

Qualifications, Skills, and Experience:

- BSc in a relevant discipline (e.g., biology, agriculture, geography, economics, international relations, or development studies); an advanced degree in these areas will present an advantage;
- At least 6 years of relevant work experience in project coordination and monitoring and evaluation, preferably in an international environment;
- High level of initiative, sound judgment, creativity, independence, and strong analytical skills;
- Excellent interpersonal and communication skills and ability to interact effectively with a wide range of stakeholders from different cultural backgrounds;
- Strong computer skills, including good knowledge of databases, MS Office, and project management applications;
- Experience in managing procurement processes and contracts with consultants is an asset; and
- Excellent written and spoken English is required; knowledge of other languages will be an advantage.

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 initial contract duration will be 3 years and will be subject to a probationary period of 12 months.

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

- 1. A one-page motivation letter including a 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/1109842>

Deadline for applications is 17 November 2024.

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.