



VACANCY ANNOUNCEMENT

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

The Global Crop Diversity Trust is seeking candidates for the position of:

Junior ICT and Operations Assistant (full-time)

Reporting to the Corporate Operations Manager, the Junior ICT and Operations Assistant will provide support to the Corporate Operations Team in the areas ICT services, of travel and meeting services and general corporate services. He/She will assist staff of this unit with the tasks such as the following:

25% travel and meeting services:

- Complete travel forms and enter data accurately into the ERP and assist with checking of travel invoices for accuracy and completeness;
- Assist with investigating options for travel bookings and hotel reservations;
- Provide meeting services (make coffee/tea, set up and clear up refreshments for meetings; assist in organizing catering and transportation, and other administrative tasks as needed).

25% corporate operations services:

- Assist with annual inventory and furniture/equipment labelling;
- Assist with mail/courier services and maintain mail register;
- Maintain information on stationery and beverage supplies and manage stock;
- Undertake deliveries/pickups to post office and other agencies as needed;
- Assist with a variety of other tasks such as data entry/verification, copying and binding, moving furniture, documents, supplies when needed, etc.

40% ICT services:

- Provide 1st-level ICT Help Desk support, including IT setup for meetings;
- Check out IT equipment and maintain accurate, orderly and up-to-date records;
- Assist in conducting and maintaining IT inventories;
- Assist in obtaining quotations for ICT items and preparing comparison of offers;
- Provide other duties in support of ICT department.

10% other administrative and corporate services:

- Maintain hardcopy and electronic files on ICT, travel and other operational matters;
- Provide general support to the Operations team and other teams as needed;
- Assist staff with verbal translation of documents or phone calls;
- Any other duties as required.

Qualifications, Skills and Experience

- Graduation from secondary school or equivalent. A diploma/certificate in a computer related field desirable.
- At least 1 year of entry-level experience in IT help desk and troubleshooting or equivalent training;



- Proficiency in using Microsoft Office Suite is required;
- Experience in installation and configuration of computers (Mac/Windows) is an advantage;
- Fluent spoken and written English and German required;
- Good judgement, analytical and problem solving skills and ability to explain technical concepts to non-technical users;
- Precision and high level of attention to detail;
- Ability to prioritize tasks and resolve issues in a time-sensitive environment;
- Excellent interpersonal skills for client interaction with keen service attitude;
- Ability to maintain confidentiality;
- This position requires occasionally moving documents, supplies and equipment.

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 1. The salary range for Level 1 is from Euro 15,000 to Euro 35,000. All benefits are denominated and paid Euros. Relocation costs are not covered. The initial contract will be for a period of 1 year, subject to a probationary period of 6 months.

Applications: Interested candidates should submit the following:

- a one page summary of your qualifications and experience, indicating how you meet each of the duties and competencies for the position and your motivations for applying;
- your *curriculum vitae* in English (please include your current residence address, telephone, fax and email address, date of birth, gender and nationality);
- names and full contact details of at least three referees.

The above items should be sent to: Human Resources Office, Global Crop Diversity Trust, preferably by email at trustvacancy@cropt.org **not later than 8 November 2015**. Alternatively, applications can be sent by mail to the following address: Platz der Vereinten Nationen 7, 53113 Bonn, Germany. All mailed applications must be postmarked by the above deadline. *Please quote source of advertisement.*

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.
All applications will be acknowledged, but only short-listed candidates will be contacted*