



VACANCY ANNOUNCEMENT

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 for the position of:

Procurement and Finance Officer

Under the overall supervision of the Director of Finance, reporting directly to the Finance and Investment Manager, the **Procurement and Finance Officer** will be responsible for assisting in the grants management of the 'Seeds4Resilience' project by focusing on tasks related to finances, procurement and sub-contracting. The **Procurement and Finance Officer** will be responsible for overseeing the financial accounting of this project including the management of all procurement requirements, sub-agreements and contracts, creating grants and contracts in relevant databases (ERP system and others), recording receipts and distribution of funds to the respective grants, monitoring and reconciling accounting transactions in line with agreements, contracts and budgets, preparing financial reports for donor and management in accordance with the regulations of the Crop Trust as well as with donor requirements, and development of project agreements and service agreements. The **Procurement and Finance Officer** will also provide back-up support for other Finance and Science staff under the Project as required.

The responsibilities of the position include the following:

Procurement related responsibilities

- Ensure that appropriate procurement standards and documentation are followed in the selection of contractors and grantees in line with the Board-approved Procurement Policy;
- Work closely with the Project Manager and the Project Specialist to ensure compliance with competitive bidding and selection processes and with relevant Crop Trust policies, and donor's Procurement Guidelines;
- Assist in the development of Procurement Plans based on the results of the project partner reviews covering the life of the project;
- Review and update Procurement Plans as necessary, at least annually;
- Maintain accurate records of Project purchases and procurement, supply and price options;
- Intervene, analyze, manage and resolve any issues or conflicts between the Crop Trust and vendors/suppliers within the framework of the Project.

Finances related responsibilities

- Assisting the Project Manager with monitoring and reviewing budgets and financial project reports to ensure financial stability, ongoing project viability, and compliance with donor requirements;
- Prepare and submit regular financial reports as required by management and donor;
- Assist in preparing Project partner financial reporting templates;
- Monitor budgets at Project partner agreement level;
- Preparing disbursement requests to the donor and cash on hand balances;
- Review all Project payments to ensure the documentation is complete and free from error prior to their release;



- Management of the project's financial grants and contracts and project's administration, working closely with the Project Manager and the Contracts and Grants Manager;
- Support recipients of grants (or grantees) to ensure consistent compliance with the terms of grant agreements, including financial management and compliance with donor's regulations, and, as needed, provide training to grantees on finance and operations issues.

Contracts related responsibilities

- Provide policy guidance and interpretation for grantees with respect to grant implementation to ensure adherence to grants management and donor requirements;
- Review draft grant agreements and service contracts including its workplans and budgets to ensure they are in line with activities planned and all relevant costs are included;
- Monitor grant agreements and ensure required documentation completion as per the agreement and ensure diligent follow-up on deliverables;
- Monitor reporting deadlines and other submission deadlines;
- Prepare and review agreements/contracts, letters of agreement, service contracts, MOUs and other contracts as necessary in the framework of the Project;
- Research and provide background information on contractual issues in the framework of the Project, as needed (e.g., on legislative and other regulatory requirements, international standards, etc.);
- Undertake due diligence checks on project partners with a view to ensuring compliance with the organization's and the donor's standards on anti-terrorism and anti-money laundering activities, any other donor requirements;
- Maintain hard copy and electronic copies of all agreements/contracts, reports and Declarations of Undertaking of the Project;
- Assist the Project Manager in liaison with donor for correspondence on contractual issues such as modification requests for contracts, agreements and subcontracts including budget revisions, no-cost extensions, etc.;
- Prepare and review contract amendments of Project partner agreements;
- Coordinate the agreements/contracts closeout process of Project partner agreements.

Other

- Perform any other job-related activity required to achieve the goals and objectives under the Project.

Qualifications, Skills and Experience

Education

- University degree in Finance, Accounting or related field;
- Basic procurement certification is mandatory, advanced procurement certification is desirable;
- Membership in an internationally recognized accounting institute (CIMA, CA/ACCA, FCA, CIPS or equivalent) is desirable.

Experience

- 3 years of relevant and progressive professional experience in working in a procurement and finance role;
- First experience in procurement of goods and services following KfW or World Bank procedures would be an asset;
- Knowledge and experience in managing multi-year and multi-million-dollar projects involving local and international partners/donors;
- Knowledge of regulatory, contractual, legal and financial compliance requirements associated with international donor funding;
- Strong project management and organization skills;



- Proficiency in complex accounting systems and intermediate to advanced level MS Excel skills;
- Experience in preparing donor reports in a not-for-profit setting;
- Experience with ERP system;
- Previous experience in working in the context of the public German development cooperation is an advantage.

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. The salary range for this Level 3 position starts at Euro 40,000. All benefits are denominated and paid in Euros. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. Relocation costs are not covered. **The contract duration will be for three 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 letter of motivation (maximum 500 words) indicating how you meet the expected set of skills and competencies for the position and outlining your qualifications and experience;
2. *Curriculum Vitae* in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality);
3. 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@croptrust.org **no later than 19 August 2019**. 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.