



## 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 candidates for the position of:

### Travel and Operations Assistant (full-time)

Under the overall supervision of the Director of HR and Corporate Operations, the Travel and Operations Assistant will provide support to the Corporate Operations Team in the areas of Travel and Meeting Services, General Corporate Services and HR. Her/his task manager in the area of Travel and Meeting Services will be the Travel and Meetings Officer, in the area of General Corporate Services and HR, she/he will be directly managed by the Corporate Operations Officer. The specific responsibilities of the position are as follows:

#### In the area of Travel and Meeting Services:

- Assist in travel arrangements for Crop Trust staff as well as participants of Crop Trust-sponsored meetings. This includes scanning and managing travel bookings;
- Record bookings in the corporate ERP system;
- Assist in processing travel expenses claims in liaison with Finance department;
- Checking of travel invoices for accuracy and completeness;
- Processing of visa applications for staff and for meeting participants;
- Provide meeting services which include the set up and clear up of the meeting rooms, meeting materials, catering and transportation;
- Provide cover for part of the Travel and Meetings Officer during her absence on mission or leave;
- Maintaining hardcopy and electronic files on travel and other operational matters.

#### In the area of General Corporate Services and HR:

- Assist in a range of routine administrative Human Resources (HR) tasks;
- Organizing delivery/pickup of documents from ministries;
- Liaise with service providers;
- Assist the Corporate Operations Officer with procurement of office supplies and other operational expenditures (obtain bids, organize purchases);
- Maintain information on stationery supplies and manage stock;
- Assist with annual inventory and furniture/equipment labelling;
- Handle mail distribution including courier mail pickups and undertake deliveries to the post office as needed;
- Assist with a variety of other tasks such as data entry/verification, copying and binding, moving furniture, documents, supplies when needed;
- Provide cover for part of the Corporate Operations Officer during his absence;
- Providing general support to the Operations team as needed;
- Any other duties as required.



## Qualifications, Skills and Experience

- Graduation from secondary school or equivalent;
- Minimum 3 years of relevant experience, preferably in an international working environment;
- Proficiency in relevant Travel Management Software (Amadeus, Sabre, etc) is required;
- Fluent in English (written and spoken) and working knowledge in German is required;
- Ability to prioritize tasks and resolve issues in a time-sensitive environment;
- Precision and high level of attention to detail;
- Ability to maintain confidentiality;
- Strong client orientation and service approach;
- This position requires occasionally moving of 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 2, with Level 3 being the highest. The salary range for this Level 2 position starts at Euro 30,000. 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 two years** and will be subject to a probationary period of 6 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](mailto:trustvacancy@croptrust.org) **no later than 13 March 2020**. 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.*