



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:

Data and Information Management Assistant

The Crop Trust develops and maintains databases and associated software that support the work of the world's genebanks, specifically Genesys, the global database of information on plant genetic material maintained in world's genebanks at <https://www.genesys-pgr.org>.

As a member of the Science team and in close cooperation with other relevant staff members, the assistant will support the Crop Trust's efforts to expand the network of genebanks and users of Genesys, assist in supporting genebanks in documentation, data analysis and publication, and support the development of new website features. The position reports to the Information Systems Program Manager.

The Data and Information Management Assistant will:

- Assist in identifying, engaging and signing up new genebanks for providing data
- Provide administrative support, follow-up on pending issues and actively share information with existing data providers and other stakeholders
- Support data providers with systematic mapping, cleaning, validation and uploading of data
- Extract, analyze and summarize data in line with required needs
- Draft and post activity updates, texts and inputs to the newsletter
- Assist in operations of the Genesys Helpdesk helpdesk@genesys-pgr.org
- Contribute to Genesys development and improvements
- Contribute to the drafting of user guides and documentation
- Assist in the development of vocabularies and descriptors for genebank data
- Contribute to annual reports

Qualifications, Skills and Experience:

- Bachelor's degree in natural sciences, computer sciences, statistics or another relevant field such as development, economics amongst others;
- At least three years of experience with data cleaning, management and analysis;
- Familiarity with tools for statistical analysis;
- Experience with writing and communicating technical content;
- Excellent interpersonal and communication skills and ability to interact effectively with a wide range of partners from different cultural backgrounds;
- Excellent English written and spoken required; working knowledge of Spanish and French is an advantage.
- Familiarity in the area of genetic resource conservation and use is an advantage;

Terms and Conditions: The 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 the highest Level in the General Service Grade Levels being Level 3. The salary range for this level starts at Euro 30,000. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid Euros. Relocation costs are not covered. The initial contract will be for a period of **three** year, subject to a probationary period of one year.

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.

Please apply by using the following link: <https://www.impactpool.org/jobs/709498/application>

Deadline for applications is 25 July 2021

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