



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:

Contracts and Grants Officer

Under the overall supervision of the Director of Finance and reporting directly to the Contracts and Grants Manager, the **Contracts and Grants Officer** will be responsible for assisting in contracts and grants management on an organizational level as well as in the management and monitoring of organizational governance and due diligence needs.

The Contracts and Grants Officer will be responsible for generally ensuring internal organizational and donor requirements are met in the Crop Trust's operational and contracting rules, procedures, and processes, based on international standards set, e.g., by the UN, World Bank, ILO and others. To ensure this, the Contracts and Grants Officer will support all relevant Crop Trust teams in their efforts to attract funds from donors and to contract partners including donors, research partners and service providers. The Contracts and Grants Officer also will be responsible for ensuring alignment of the Crop Trust's processes and operations with its governance documentation as well as with compliance covenants the Crop Trust agreed to with its partners.

The **responsibilities** of the position include the following:

- Generally support the organization in preparing contracts that ensure compliance with donor requirements (governmental and private sector) and compliance with Crop Trust rules and regulations. This task includes review of technical proposals submitted to and received from partners, tender documents, quotes, and contract drafts including contribution and sub-grant agreements, consultancy contracts and service contracts.
- Liaise with relevant Crop Trust teams to ensure all relevant requirements are met prior to contract conclusion. In particular, act as a link to the Finance team to ensure budget, reporting and audit requirements are met. Also, act as a link to the Procurement Office to ensure tenders are properly prepared and in line with compliance requirements as well as with the technical needs of the Crop Trust teams.
- In collaboration with the corporate operations team, assist in drafting consultancy and advisory contracts and help guide the internal clearance process
- Undertake due diligence checks on contracting partners with a view to ensuring compliance with the organization's and the donor's standards on anti-terrorism and anti-money laundering activities, and any other ethical and technical requirements.
- Monitor implementation and, as the need arises, revise internal processes established to ensure compliance with internal organizational requirements as well as with donor and auditing



requirements. Contribute to the advancement of ERP modules to digitally streamline internal processes and clearance lines.

- Conduct research on internationally established good practices and standards and their incorporation into Crop Trust operational procedures and governance documentation, as the need arises.
- Generally support the organization in developing, revising and regularly updating governance documents and monitor their implementation on an organizational basis.
- Manage, update and monitor the implementation of the Crop Trust's risk management strategy.
- Ensure contract and governance documentation is properly filed, accessible by relevant teams, and searchable.

Qualifications, Skills and Experience

Education

- University degree in International Law, International Organizations Management, or International Project Management or related field with sound and proven knowledge and experience in technical and financial project implementation and management, and procurement
- The Crop Trust may also consider accepting other backgrounds provided the candidate has proven relevant experience received in an international organization

Experience

- 5 years of relevant and progressive professional experience in working in a relevant position in an international organization;
- Advanced knowledge of regulatory, contractual, legal, ethical and financial compliance requirements associated with international donor funding and with the requirements of a not-for-profit organization operating under international law;
- Strong project management and organization skills;
- Proficiency in complex ERP systems and intermediate to advanced level MS Office skills.

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 18 months** 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 one-page motivation letter including 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/709806/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*