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:

Assistant to the Executive Office

Under the overall supervision of the Director of HR and Corporate Operations, and in close coordination with the Executive Director, the Assistant will be responsible for providing administrative support to the Executive Office and the Corporate Operations Office. The responsibilities of the position include the following:

Executive Office

- Assist with drafting letters, texts, emails and proofread correspondence in the English language;
- Assist the Secretary of the Executive Board with the preparation of Executive Board Meetings, including document collection, preparation and distribution;
- Assist the Secretary to the organization’s Investment Committee, Audit & Finance Committee and Nomination & Governance Committee of the Executive Board with logistical arrangements and other support functions as required;
- Work closely with website administrators to maintain and keep information on the Crop Trust’s Governance, Executive Board and Committee webpages up-to-date;
- Organize, maintain and archive Executive Board and Committees files and data, which also includes assisting the onboarding process of new Board and Committee members;
- Provide administrative support to committees and meetings chaired by members of the Executive Management by preparing agendas, creating meeting minutes and supporting meeting follow-ups;
- Manage the organization’s corporate calendar(s);
- Perform any other duties as required.

Corporate Operations

- Assist with the creation and monitoring of consultancy contracts;
- Support all internal and external HR related inquiries or requests;
- Assist with administrative recruitment tasks;
- Help with onboarding logistics for new staff members;
- Assist with HR data entry into the organization’s ERP system;
- Fill in for the Corporate Operations Officer and Travel Officer and Executive Assistant during absences;
- Serve as the focal point for handling institutional documents, including archives;
- Perform any other duties as required.
Qualifications and competencies

- Secondary education and a minimum of 3 years relevant experience, preferably within an international working environment;
- Experience in providing support to Executive-level staff;
- Proficiency in Microsoft Office software and use of shared electronic calendars;
- Demonstrated a high level of proficiency in English, including the ability to write formal business correspondence;
- Demonstrated accuracy, attention to detail and an ability to multi-task and to prioritize effectively;
- Ability to anticipate needs with a strong client orientation and service approach;
- A high degree of flexibility and adaptability, including the ability to occasionally meet demands outside of normal hours during peak periods, when necessary;
- Ability to work well under pressure, and handle a wide variety of activities and confidential matters with discretion;
- Experience in taking minutes of high-level meetings is an asset;
- Strong teamwork and interpersonal skills;
- Courtesy, tact and the ability to establish and maintain effective working relationships with people of cultural and national backgrounds

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 35,000. 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 years, 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/775688

Deadline for applications is 18 March 2022.

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