

We are hiring a

Senior Project Coordinator

About Us

Founded in 1972, IFOAM – Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organization with a membership base that spans around 100 countries, and promote a holistic approach to food systems based on the principles of health, ecology, fairness, and care.

The Position

It's an exciting time to join our team! We are growing and in transition, and are looking to strengthen our organization by supporting us in the implementation of projects across different countries with the aim to promote organic agriculture. To this end we are looking for a senior project coordinator to become part of the Capacity Development team.

The Capacity Development Department, as termed in our organizational strategy, sits alongside three other departments – Policy & Guarantee, Governance and Communications – and aims at the uptake of sustainable agriculture by building capacity and sharing experiences with a wide range of stakeholders.

As Senior *Project Coordinator* you will be contributing to the smooth implementation of one of our major projects, Organic Markets for Development (OM4D) funded by the Ministry of Foreign Affairs of the Netherlands (BUZA). It aims to include smallholder farmers into domestic and international global organic markets. OM4D considers the increasing demand for organic products as an opportunity to improve the livelihoods of smallholder farmers. At the same time, it addresses existing local and global challenges such as inequity, climate change, scarcity and depletion of natural resources. Four West African countries are part of the action. Besides OM4D which will be your main project, you will be engaged in the coordination of GIZ – funded projects in the frame of the establishment of the Knowledge Centers on Organic Agriculture in Africa. IFOAM – Organics International provides trainings on leadership and content on Organic Agriculture. In this role, you will be part of the Capacity Development Team and report directly to the Head of Capacity Department.

You have considerable experience in project coordination of multi-stakeholder & country projects – in the best case abroad - and are ready to develop further. We offer a position to enhance your experience and contribute to your professional growth.

You will join a culturally diverse 30-member team at our office in Bonn, Germany. Your departmental team consists of 9 persons, each of them bringing in their expertise into their respective work areas. Additionally, you will be regularly collaborating with other departments within IFOAM – Organics International.

We are aiming to fill this position as soon as possible.

Responsibilities

As Senior Coordinator, you are responsible for:

- Carrying out the project according to co-financing rules and regulations of the donor agency and IFOAM – Organic International standards
- Planning, implementing and monitoring of all project components independently
- Coordination of project partners with a smooth and timely communication and collaboration with internal and external experts
- Monitoring e.g. setting-up systems and following-up with partner organizations on indicators, processes and activities relevant for the projects and providing *ad-hoc* support, when needed
- Ensuring timely submission of partner reports (financial and narrative) and expert reports
- Finalizing project accounting in collaboration with finance department
- Supporting communication, knowledge sharing and networking between partners and relevant stakeholders
- Ensuring visibility of projects in coordination with stakeholders and other departments of IFOAM – Organics International
- Supporting the overall planning and development of Capacity Development Department

Skills, Experience and Qualifications

- University degree in agriculture, sustainable development, environmental sciences or related fields
- At least 8 years experience in the coordination of multi-stakeholders / country projects of a substantial financial volume in multicultural contexts
- Familiarity with monitoring and evaluation tools and participatory approaches / processes
- Excellent oral and writing communications – and advisory skills
- Independent, reliable and effective way of working
- Team-oriented with high organizational skills and personal resilience
- Willing to travel abroad
- Cultural sensitivity and diplomacy

- Knowledge of at least one of the following topics: the organic sector, Market System Development (MSD), Participatory Guarantee Systems (PGS), institution building is an asset
- Fluent in English and French, additional languages like German is an advantage

Our Offer

We offer a full-time (40 hours/week) position initially for 2 years according to the duration of the projects with the intention to extend to an unlimited contract, with a probation period of 6 months. For this position, IFOAM – Organics International offers an annual gross salary in the range of EUR 35.000 to 45.000 according to qualifications and experience.

IFOAM - Organics International places great importance on the personal and professional development of its employees and work-life balance. This includes flexible working time.

How to Apply

Please submit your application by email in one single file (PDF) to jobs@ifoam.bio **no later than August 14, 2020**. Please indicate in the email subject your name and the position you are applying for.

Your application must include a cover letter, your CV and salary expectations. Additional documents may be asked for at a later stage. Short-listed candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.