



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust (Crop Trust) is an international organization dedicated to conserving crop diversity and making it available for use globally, forever, and for the benefit of everyone. The Crop Trust hosts the Global Flagship Initiative for Food Security, a global coalition launched at UNCCD COP16 in Riyadh in 2024. Since its launch, the Flagship has grown into a coalition of 90 development partners working collectively to advance food security worldwide.

The Flagship is a dynamic coalition advancing SDG 2 – Zero Hunger through three pillars: Collaborate Broadly, Mobilize the Private Sector, and Deliver Impact with Agility. Through these pillars, it supports governments, civil society, and the private sector in scaling impactful, climate-smart, results-driven solutions through strategic alignment and rapid, high-impact action.

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

Administrative Assistant

The Assistant will provide organisational and administrative assistance to support the smooth and effective functioning of the Global Flagship Initiative for Food Security. Working under the direct supervision of the Secretary of the Global Flagship Initiative for Food Security, the Assistant will contribute to efficient administration, procurement, travel and logistics and partner liaison of the initiative.

The responsibilities of the position include the following:

1. Project Coordination

- Provide day-to-day support for the Flagship's Secretary and Co-Chairs.
- Assist in the preparation of templates and reports.
- Liaise with partners to facilitate the timely submission of input.
- Monitor Flagship activities based on agreed workplans.
- Draft routine correspondence, documents, and reports as required.
- Prepare, format, and edit reports and presentations as requested.

2. Process Management

- Manage the review and clearance process for proposals, workplans, budgets, and reports.
- Support quality assurance of project documents to ensure clarity, accuracy, and alignment with templates.
- Contribute to documenting and improving project management processes.
- Assist with procurement activities, including contracting consultants and service providers, invoice payment, travel reimbursement, and related disbursements.

3. Travel and Logistics

- Assist in organizing travel, events, workshops, meetings, and follow-up communications.
- Provide logistical and administrative support for the travel of staff, consultants, and external participants to events, workshops, and meetings.

4. Information and Knowledge Management

- Establish and maintain proper filing systems for program and project documentation.
- Manage contact lists and maintain working-level contacts with partners and stakeholders.
- Take minutes of meetings and ensure timely dissemination.
- Conduct research and literature review as required.
- Maintain organized list of partner and supplier contacts.
- Maintain and update the calendar of Program events.
- Maintain social media of the Flagship.

5. Other Tasks

- Provide support in office administration and coordination of day-to-day team operations.
- Perform other duties as assigned by the Secretary of the Global Flagship Initiative for Food Security.

Qualifications and competencies

Education

- Bachelor's degree in a relevant field such as agriculture, plant science, development studies, project management, business administration, social sciences, or related discipline.

Work Experience

- At least 3 years of professional experience in providing project implementation and administrative support.
- Experience in international organizations preferred.

Language

- Fluency in written and spoken English is required.
- Knowledge of another language is an advantage.

IT Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Experience with project management or data analysis tools is an asset.

Competencies

- Demonstrates integrity, ethics, transparency, and non-discrimination in line with organizational principles
- Strong coordination skills and ability to work effectively with diverse teams and stakeholders.
- Demonstrated organizational skills and ability to manage competing deadlines.
- Capacity to work under pressure and in challenging contexts.
- Openness to feedback, adaptability, and a collaborative approach to problem-solving.

Terms and Conditions: The Trust offers an attractive remuneration package including a competitive salary, 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 2 position 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 in Euros. Relocation costs are not covered. **The initial term of the contract will be one (1) year**, with the possibility of extension. The contract will be subject to a probationary period of six (6) months. The position is anticipated to commence on 1 March 2026.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. **A one-page motivation letter including a 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/1189121>

Deadline for applications is 18 January 2026

By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).

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