



## 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:

### Director of Administration

Under the direct supervision of the Executive Director, the Director of Administration is responsible for the management and delivery of all finance and administrative support services required by the Crop Trust to fulfil its mandate in an efficient and cost-effective manner. In particular, the Director of Administration is responsible for leading and overseeing the Organization's operational management in the areas of Finance, Human Resources and Corporate Operations. The Director of Administration shall serve as the Executive Board Secretary and will support the Executive Director in ensuring effective organizational leadership by providing administrative oversight to all governance bodies of the Crop Trust.

The Director of Administration is responsible for assisting the Executive Director in the exercise of his mandate relating to administrative, management and governance matters. Specific responsibilities of the position include, but are not limited to:

- Contributes to the development and execution of the Organization's long-term strategy and acts in an advisory capacity to the Executive Director. In particular, provides policy analysis, advice and recommendations to the Executive Director on all substantive aspects of the administration and management of the human, financial and infrastructure resources of the Crop Trust, including regarding relations with the host country authorities.
- Directs and manages the operational activities of the Administration Team including finance, budget, procurement, human resources, assigning and monitoring of organizational performance parameters and key performance indicators, reporting on performance, preparation of inputs for results-based budgeting, travel, information technology services, facilities management and all other central support services.
- Designs and implements simplified work processes and procedures to streamline and improve organizational performance and encourages and ensures compliance by Team members and staff.
- Leads and executes change management processes with the aim of improving the Organization's efficiency and effectiveness, while ensuring compliance with international standards and donor requirements. Maximizes staff engagement in change initiatives by ensuring appropriate and regular communication and providing required training and coaching as needed.
- Coordinates and oversees all finance and investment activities and drives the Organization's financial planning; provides authoritative advice to the Executive Director and the Organization's governing bodies on finance, budget, audit and risk matters.
- Monitors and guides the outsourced Chief Investment Officer ("oCIO") and ensures that current and detailed information on the Crop Trust's endowment fund is available. Presents insights, strategies and trends to the Executive Board, other governance committees and staff, as required.
- Serves as Secretary to the Executive Board and, in close coordination with the Executive Director, provides administrative oversight to all governance bodies of the Crop Trust including the subsidiary committees of the Executive Board.
- Represents the Crop Trust at international, inter-agency meetings, seminars and conferences; providing participants programmatic/substantive expertise on specific issues, and holds programmatic /substantive and organizational discussions with representatives of other institutions. Chairs staff meetings as well as other meetings, seminars, etc., on substantive issues.
- Participate in the organization's Executive Committee (ExCo) and Management & Coordinating

Committee (MCC), serving as Secretary of the ExCo, officially recording decisions taken and items which require further action.

- Supervises and manages Administration Team members (motivates staff and fosters collaboration, teamwork and a client service approach among team members).
- Acts on behalf of the Executive Director as Officer in Charge of the Organization as required.
- Performs any other duties as required.

## **Requirements:**

### **Education**

- Advanced university degree (Master's degree or equivalent degree) in business or public administration, international affairs, law, social sciences or related area is required.
- Formal training in change management is an advantage.

### **Work Experience**

- Substantive work experience in business, financial or human resources management, budgeting, finance, corporate operations and strategic planning is required; at least fifteen years of progressively responsible experience is needed in at least one of those areas.
- At least seven years of experience at a managerial level in an international setting is required.
- Experience in leading change management processes is required.
- Experience in representing organizations on a broad range of administrative issues to various stakeholders is desirable.

### **Soft skills**

- Ability to analyze situations, evaluate options, and develop innovative solutions to problems large and small.
- Ability to think outside the box and to find fresh ways to improve and streamline processes to foster an environment of continuous improvement and growth.
- Ability to thrive in dynamic environments, embrace change, and quickly adapt to new technologies and processes.
- Demonstrates strong emotional intelligence with ability to understand and manage emotions, both in oneself and others; navigates interpersonal relationships, demonstrate empathy, and resolve conflicts constructively.
- Able to set a clear vision, communicate it effectively and create a culture of accountability and excellence. Able to inspire and influence team members to achieve shared goals and objectives.

### **Languages**

- English is the working language of the Crop Trust. Therefore, fluency in English is required.

**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 Professional position classified as Level 6 (Level 6 being the highest). The salary range for Level 6 starts at Euro 100,000. All benefits are denominated and paid in Euros. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. Relocation costs are covered. **The initial contract duration will be 3 years** and will be subject to a probationary period of 12 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 motivation 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/1016139>

**Deadline for applications is 17 December 2023.**

*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.*