



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:

Program Assistant

The Program Assistant will provide technical, organizational, and administrative assistance to support the smooth and effective functioning of the Programs Team. Working under the direct supervision of the M&E Manager and in consultation with the Director of Programs, the Program Assistant will contribute to efficient project administration, monitoring, process management, procurement, travel and logistics, reporting, partner liaison, and information management.

The responsibilities of the position include the following:

1. Project Coordination

- Provide day-to-day support to project implementation to ensure conformity with expected results, outputs, and objectives.
- Assist in the preparation of templates and reports.
- Liaise with partners to facilitate the timely submission and approval of budgets and reports.
- Monitor project 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 project 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.

5. Other Tasks

- Provide support in office administration and coordination of day-to-day team operations.
- Perform other duties as assigned by the Supervisor and the Director of Programs.

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 contract duration will be 3 years**, and will be subject to a probationary period of 12 months.

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 three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1175710>

Deadline for applications is 7 October 2025.

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.*