

We are hiring a
Project Coordinator

ORGANIZATIONAL CONTEXT

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 organization is based in Bonn, Germany and implements projects worldwide.

DESCRIPTION

The project coordinator will be in charge of coordinating the Himalayan Agroecology Initiative together with our lead partner. The Himalayan Agroecology Initiative is a multi-stakeholder initiative focusing on the development of roadmaps for sustainable food systems in India, Nepal, and Bhutan, to strengthen the capacities of farmers, farmer-producer organizations, and other key players so that they can improve the resilience of their livelihoods against increasing climate impacts and degrading natural resources and better benefit from government policies that support sustainable agriculture such as organic and natural farming. As Coordinator of the Initiative, you will join a culturally diverse 20-member team at our office in Bonn, Germany.

PROJECT TASKS AND RESPONSIBILITIES

The incumbent will coordinate and support a diverse set of actors and have the following tasks related to the project:

- Coordinate project implementation with local partners as well as the lead partner,
- Monitor and adjust a complex project budget as jointly agreed by the team,
- Contribute to policy-advocacy work as required by project partners,
- Lead regular team meetings,
- Manage project reporting, both narrative and financial, monitoring and evaluation.

Other tasks:

- coordinate and support the provision of expert input into policies, regulations and national action plans, follow-up on policy processes,
- contribute to project acquisition in the organization as required, through conceptualization, project design and development,
- organize and facilitate multi-stakeholder workshops, and support the delivery of in-country technical consultancies as required by the team.

Representation, promotion and advocacy: When required, the incumbent will represent the organization at external events and contribute to the global, regional and national advocacy efforts of IFOAM - Organics International and produce relevant communication materials, as appropriate.

REQUIREMENTS

Skills, Experience and Qualifications

- Educated to degree level with 5+ years of overall professional experience,
- Experience with project coordination/management of donor-funded international projects and events,
- A track record of successful project acquisition in the field of international development cooperation,
- Experience with media and communications work, advocacy and campaigning is desirable,
- Excellent English language skills, written and spoken, German is an advantage,
- Good interpersonal communication skills and ability to work in a culturally diverse team.

Competencies

- Strong ability to self-organize, take initiative and make decisions jointly with partners within the context of project activities and budgets, balanced with a willingness to perform hands-on tasks linked to project administration,
- Familiarity with policies to support to agroecology and organic agriculture, in low- and medium-income countries, particularly in South Asia is a strong asset.

OUR OFFER

We offer a full-time (40 hours/week) position in a dynamic and multicultural team of a well-established, but growing, international organization working to bring positive impact on the planet and our food systems. A two-year contract, with the possibility of expansion, is foreseen for this position. We pay a competitive salary based on experience in the range of €34,000 to €42,000 brut per year.

HOW TO APPLY

Please submit your CV, a motivation letter and your salary expectation by email in one single file (PDF) to jobs@ifoam.bio as soon as possible and no later than **28 July 2024**. Please indicate in the subject line the title of the position you apply for, and your preferred starting date. Additional documents may be asked for at a later stage. Only shortlisted candidates will be contacted and invited for an interview.

We are aiming to fill this position from August 2024 or as soon as possible. **Assessment** of applications will **start immediately** and be done **on a rolling basis**.