



THE COMMON FUND FOR COMMODITIES invites qualified candidates to apply for the position of **(Junior) Technical Assistance Facility Manager**

## **(JUNIOR) TECHNICAL ASSISTANCE FACILITY MANAGER**

The Common Fund for Commodities (CFC) is an international financial institution, established within the UN ecosystem, currently with 101 member states. With poverty alleviation as its core mission, the CFC operates as an impact investment fund by easing commodity dependence in the developing world. With its headquarters in the innovation rich Netherlands, since 1989, the CFC has been instrumental in bringing over a billion US dollars' worth of investments for SMEs and smallholder farmers, while acting as a bridge between developed and the developing world following a sustainability roadmap.

The CFC is seeking to hire a **(Junior) Technical Assistance Facility Manager**, based in its Amsterdam office, to support the work of the Technical Assistance (TA) Facility Management team in its goals of external service provision and the expansion of networks within the financial service providers active in agricultural development in Africa and Latin America.

This is a full-time position based in Amsterdam. The role may be appointed at the G4 level (Junior TA Facility Manager) or G5 level (TA Facility Manager), depending on the selected candidate's qualifications and experience. The initial appointment is for a fixed term of 2 years, with the possibility of extension. The CFC offers an attractive compensation package, including a tax-exempt salary and additional benefits.

## **DUTIES, RESPONSIBILITIES AND ACCOUNTANBILITIES**

The (Junior) TA Facility Manager will report to the Senior TA Facility Manager and their specific responsibilities include, but are not limited to:

- Draft Annual TA Facility Budgets and quarterly budget updates.
- Originate, develop, structure and draft TA projects proposals including project budgets for portfolio investee companies of impact investing funds focusing on the agricultural sector.
- Prepare quarterly and semi-annual TA Facility progress reports.
- Prepare documents for Fund governing bodies (incl. TAF Committees, Investment Committees, Boards).
- Confidently represent the TA Facility Manager in telco's, Fund governing body meetings (Board meetings etc.), and other formal TA related meetings, conferences, and vis-a-vis external third parties.
- Writing impact stories to be posted online or included in CFC publications, which present the work of the TA Facility and their promotion in social media.
- Contribute to, and prepare, Quarterly and Annual Reports of the various Funds that the team works with.
- Draft ToR, issue, and evaluate tenders in accordance with different tendering procedures.
- Negotiate and draft service contracts.
- Manage consultants and investees receiving Technical Assistance.
- Travel for project identification, development, and monitoring.
- Maintain contact and information flow with Investment Fund Managers, Sustainability Advisors

- and Investment Fund governing bodies.
- Exchange and interact with the CFC OPS team and other CFC colleagues for cross fertilization of ideas on sustainability.

Furthermore, the applicant should show knowledge of, or willingness to acquaint rapidly with, the following specific fields:

- Project and project portfolio management;
- Tropical agriculture/forestry, value chains and farming systems, agricultural finance;
- Organization of smallholder farmers/outgrower schemes;
- Corporate Social and Environmental Management Systems (SEMS);
- TA Project development and proposal writing;
- Impact monitoring, mapping and project/program evaluation methodologies;
- Tendering procedures, evaluation, and contracting.

## COMPETENCIES

Communication and Teamwork. The successful applicant must demonstrate openness in sharing information and keeping people informed, solicit input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Strong functional and operational understanding. The successful applicant must possess a clear understanding of what it takes to develop and manage TA projects in a complex and critical stakeholder environment with diverging goals and objectives, as well as reporting on the same.

Core commitment to good governance and ethical business practices. The successful applicant will have experience in best practices in diligence and governance.

Professionalism. The successful applicant must show persistence when faced with difficult problems or challenges and must remain calm in stressful situations.

## SELECTION CRITERIA

- (Academic) background in Agriculture / Forestry or International Development / Relations / Business / Project Management / Finance.
- Proven ability to understand the opportunities and challenges faced by business in the agri-commodity sectors and stakeholders in Sub-Saharan Africa.
- Excellent interpersonal communication, writing, and presentation skills.
- Experience of working with impact monitoring and evaluation methodologies.
- Demonstrable experience in managing projects and/or project portfolios, and preferably service contracts (e.g. consultants), and ability to deliver according to agreed-upon timelines.
- Candidates with experience of living and or working in a developing country, or those who can provide insight into the workings of agri-businesses or smallholders are especially encouraged to apply.
- Strong self-motivation, self-driven, and with excellent ability to work independently and under remote leadership as well as in diverse teams across different time zones.
- High level of attention to detail and high sense of accountability.
- Strong team player with excellent client service orientation and openness to feedback and new ideas.
- Excellent knowledge in MS Office.
- Excellent command of written and spoken English. Preferably good command of written and spoken French. Good command of Spanish is considered an additional advantage.
- Ability to do frequent international travel for work.

- It is important to note that the CFC can only employ nationals from its Member States. For a full list of Member States please refer to the “About” section of the CFC website.

## TO APPLY

Applicants should complete [this short form](#) and send a brief cover letter (max 500 words) and concise curriculum vitae, in English, to [recruitment@common-fund.org](mailto:recruitment@common-fund.org), **including their FULL name and Vacancy Ref (2025-05) in the email subject heading.**

The closing date for applications is 18:00hrs (CET) on Sunday 27 April 2025.

*Due to the anticipated number of applicants for this opportunity the CFC reserves the right to close this opportunity once sufficient applications are received, contact will be made with shortlisted candidates only.*