

TEMPORARY ADMINISTRATIVE ASSISTANT (LEAVE COVER)

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 Amsterdam, since 1989, the CFC have 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.

This position is offered as a **temporary contract for three months** to cover a period of absence. The anticipated duration is from early to mid-April until the end of June or mid-July 2025, with the possibility of extension if additional support is needed.

The ideal candidate should possess strong administrative skills, attention to detail, and the ability to support office operations effectively. A strong customer service orientation is essential, as this role requires direct interaction with staff and service providers to ensure smooth office operations. Additionally, the candidate should have a solid general knowledge of administrative procedures, facilities management, and office coordination.

This position is based in Amsterdam and is being offered as a full or part time contract working 30+hrs each week. The CFC pays an attractive income tax-free salary in line with United Nations grade levels, with additional benefits. The monthly remuneration for this position shall be EUR 3,126 based on full time working hours (37.5 hours per week).

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

The Temporary Administrative Assistant reports to the CFC's HR Specialist and Conference Coordinator and is responsible for ensuring the smooth day-to-day functioning of the office and providing support to administrative and facilities-related matters.

Maintenance and Facilities Coordination:

- Act as the internal and external contact person for building rental, maintenance and day-to-day office operations.
- Process requests for procurement of office supplies and equipment.
- Liaise with various service companies to ensure the maintenance and cleanliness of the office, including cleaning services, plant care, and facility upkeep.
- Act as the point of contact for insurance companies related to the business owner insurance policy, property insurance, and general liability insurance.
- Maintain an inventory record of office furniture and keys.

Administrative and Communications Support:

- Support in the registration of all incoming and outgoing mail and ensure timely distribution.
- Prepare mail for collection by courier or delivery to the post office.
- Purchase and maintain stocks of office supplies.
- Maintain records related to document archives, staff laptop purchases, telephone costs, and various other administrative matters.
- Handle all parking-related administration and day-to-day business related to office parking.
- Assist with support for CFC official meetings.
- Assist colleagues with visa requests for duty travel.
- Assist with travel arrangements for colleagues, consultants and other CFC stakeholders.
- Assist colleagues in the Administrative, HR, and Managing Director's office with routine tasks as needed.

COMPETENCIES

Empathy. An ability to have a deep understanding and sympathy for the needs of others, especially for those people living at the margins of the developing world.

Communication and Teamwork. Demonstrates openness in sharing information and keeping people informed, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Structured and analytical thinking. The successful candidate should demonstrate the capacity and skill to obtain and analyse complex information from multiple sources, producing a clearly structured interpretation reflecting the key relevant points.

Commitment to good governance, security awareness and ethical business practices. The successful candidate is expected to have the commitment to ethical business practices, diligence and good governance.

Service Orientation: Strong customer service mindset with a proactive approach to problem-solving and office coordination.

SELECTION CRITERIA

- Completion of Secondary Education; additional qualifications in administration or office management would be advantageous.
- A minimum of two years of experience in administrative support, facilities management, or office coordination.
- Strong organizational and interpersonal skills, with the ability to multitask effectively.
- Technologically aware and proficient in basic office software (Microsoft Office, email management, and administrative tools).
- Strong communication skills in English; fluency in other UN languages (particularly Spanish or French) is an advantage.
- High level of flexibility, accuracy, discretion, and professionalism.
- Technologically aware, and client oriented.
- Ability to work independently but also to work collaboratively with colleagues to achieve results.
- Strong communication skills, demonstrates openness in sharing information and keeping people informed.
- Proven skill of written and spoken communications in English. Fluency in other UN languages, particularly Spanish or French, is an advantage.
- It is important to note that the CFC can only employ Nationals of 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 including their **FULL name and Vacancy Ref (2025 – 02)** in the email subject heading.

The closing date for applications is 18.00hrs (EST) on Thursday 27 March 2025.

Due to the urgency in filling this post and the anticipated the 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.