Call for applicants for the Agrinatura European Economic Interest Grouping (EEIG) Project Portfolio Officer Post (0.6 FTE)

Introduction
Agrinatura, the European Alliance on Agricultural Knowledge for Development, is a grouping of 30 European universities and research organisations with a common interest in supporting agricultural development in a sustainable manner in order to improve peoples’ lives (http://agrinatura-eu.eu/).

The Grouping brings its collective resources to work in partnership with international collaborators. It seeks to nurture scientific excellence through joint research, educational and training programmes and projects and advocates for greater support for agricultural research and educational programmes that contribute to the achievement of the Sustainable Development Goals.

The Agrinatura European Economic Interest Grouping (EEIG) is the operational and business arm of Agrinatura. The EEIG is registered in France, with a Secretariat based in the UK, and consists of nine Members:

- Agropolis International, France
- Agenzia Italiana per la Cooperazione allo Sviluppo, Italy (AICS)
- Centre de Coopération Internationale en Recherche Agronomique pour le Développement, France (CIRAD)
- Stichting ICRA, Netherlands (ICRA)
- Instituto Superior de Agronomia, Portugal (ISA)
- Natural Resources Institute, University of Greenwich, UK (NRI)
- Wageningen University and Research, Netherlands (WUR)
- Agrinatura Association - The Association of European Agricultural (tropically and subtropically oriented) Universities and Scientific Complexes related to Agricultural Development. The Association has 30 member universities.
- Swedish University of Agricultural Sciences, Sweden (SLU) (Associate Member)

Members of Agrinatura EEIG implement joint research, development, and capacity building projects related to, for example, sustainable agriculture, inclusive development, poverty reduction, food and nutrition security, and impact assessment.

Job purpose
The Project Portfolio Officer will be a part of the Agrinatura EEIG Secretariat with particular responsibility for proving support during development and acquisition, implementation, and follow-up of Agrinatura EEIG projects. The post holder will maintain an oversight of Agrinatura EEIG’s project portfolio. In addition, she/he will contribute to the general daily tasks of the EEIG Secretariat, including through the provision of coordination and administrative support.
Job holder’s role in the Agrinatura Secretariat
The Agrinatura EEIG Secretariat is responsible for all day-to-day management of the Grouping, including supporting project management teams, coordinating with EEIG Members, undertaking project-related liaison with donors and partners, pursuing new business opportunities, and delivering the annual business plan. The Project Portfolio Officer will be part of the Secretarial team and responsible for the activities described in the detailed job description attached.

Call for applicants
The Agrinatura EEIG is calling for applicants for the post of Project Portfolio Officer. The description of the post is attached.

Applications in the form of a current CV and covering letter describing the applicant’s interest and suitability for the job, should be sent to Hanneke Lam, Agrinatura EEIG Director-Business Manager (hanneke.lam@agrinatura.eu.eu) with a closing date of 8 October 2018.

This is a part-time post (0.6 FTE) for one year with possible option for extension. The terms of the contract would preferably be a physical or virtual secondment from an Agrinatura-EEIG member organisation. Alternatively, a consultancy arrangement with an individual on a self-employed basis can be considered. Employment conditions are negotiable and will be agreed during the recruitment process.
Job description for the position of Project Portfolio Officer

I. Reporting lines
The Project Portfolio Officer reports to the EEIG Director-Business Manager.

II. Purpose of the role
The primary purpose of the post is to provide all-round support to the Agrinatura EEIG Secretariat, with particular responsibility for supporting the acquisition, implementation and follow up of projects, and maintaining general oversight of Agrinatura’s project portfolio.

III. Key accountabilities

General activities

1. Provide support in the development, implementation, and follow-up of Agrinatura projects.
2. In collaboration with the Agrinatura EEIG Director-Business Manager (DBM) and project leaders, develop and maintain procedures to provide oversight of Agrinatura’s project portfolio.
3. Undertake any other responsibilities as from time to time may be assigned by the Agrinatura EEIG Director-Business Manager.

Specific activities

1. Project Support. Work with the Director-Business Manager and Agrinatura EEIG project managers to support the development of new projects, implementation of ongoing projects, and follow-up of closing projects. This will involve:
   a. Working with EEIG colleagues to collate and submit project grant applications and proposals, coordinating inputs from partners as necessary;
   b. Verification of accuracy of all contract’s information, including annexes, prior to signing;
   c. Gathering and reviewing interim and final reports (financial and technical) from project managers, ensuring documents and records are complete;
   d. Being aware of the requirements of Agrinatura’s grant and service contracts and provide advisory support to project management teams to ensure contractual compliance if requested;
   e. Receiving updates from project managers on major project achievements and concerns;
   f. Being point of contact for project related queries relevant to the Secretariat;
   g. Assist in preparing for (external) project reviews and evaluations.

2. Project portfolio overview. In collaboration with the Agrinatura EEIG Director-Business Manager (DBM) and project leaders, maintain overview of Agrinatura’s project portfolio.
   a. Further develop and maintain a database and filing system of existing and new project documents, including copies of proposals, contracts, correspondence, and reports;
   b. Maintain a systematic overview of the calendars in Agrinatura’s project portfolio, including major reporting timeframes and payment transfer schedules.
3. **Other.** Undertake any other responsibilities as from time to time may be assigned by the Agrinatura EEIG Director-Business Manager. This may include:
   a. Provide general administrative support to the EEIG Secretariat where required;
   b. Support the preparation of the annual Members Assembly Meeting (MAM);
   c. Support in the development of Agrinatura EEIG legal documents as required;
   d. Support registration of new Agrinatura EEIG members;
   e. In liaison with the Agrinatura Secretariat, ensure effective information dissemination on the projects’ and other Agrinatura EEIG activities;
   f. Provide support in the communication of EEIG business to EEIG Members.

IV. **Person Specification**

**Education**
- A Bachelor degree, for example but not necessarily in management studies, business studies, public administration, or a related qualification

**Experience**
- A minimum of two years’ experience in a similar role is desired
- Experience in the development and/or implementation of project contracts; preferably experience with the European Commission funding mechanisms and contracts
- Affinity with and understanding of international agricultural development initiatives is an advantage

**Skills and attributes**
- Full working proficiency in English; additional French language skills are an advantage
- Self-motivated, with the ability to work independently and as part of a team
- Able to work flexibly within a range of activities, and to prioritise tasks as necessary
- Strong verbal and written communication skills
- A structured and organised way of working, with an eye for detail
- Proven ability to work effectively in an occasionally high-pressure environment
- Good network and partnership-building skills
- Good analytical and reporting skills
- Continuous learner and comfortable to work with and quickly master new information