Fact Dialogue Secretariat: Project Coordinator Consultant (Ref. No.2349)
Governance, Equity & Wellbeing Team

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where forestry and landscapes enhance the environment and well-being for all. CIFOR-ICRAF are non-profit, scientific institutions that conduct research on the most pressing challenges of forest and landscape management around the world. Using a global, multidisciplinary approach, we aim to improve human well-being, protect the environment, and increase equity. Our work focuses on innovative research, developing partners’ capacity, and actively engaging in dialogue with all stakeholders to inform policies and practices that affect forests and people. Our work spans the globe, with expertise in the ‘global South’. Founded in 1993 and 1978 respectively, CIFOR-ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:

Fact Dialogue Secretariat Project Coordinator Consultant

Overview

The FACT Dialogue is a 28 country, government to government process, which promotes sustainable development and trade while protecting forests and other critical ecosystems. https://www.factdialogue.org/resources. The FACT Dialogue Secretariat is hosted by CIFOR-ICRAF.

The FACT Dialogue secretariat is seeking a highly organized and detail-oriented Project Coordinator to join our team in the FACT Dialogue Secretariat at CIFOR-ICRAF to support the project lead. As a Project Coordinator, you will have oversight of a large, complex project, drive delivery across a wide team, and play a crucial role in ensuring the successful execution and timely completion of our global project. You will be responsible for project oversight, coordination, quality assurance, and ensuring timely project delivery.

Summary of responsibilities

1. Project Oversight:
   - Collaborate with project team to understand project goals, objectives, and requirements.
   - Develop and maintain project plans, including timelines, milestones, and deliverables.
   - Monitor project progress and identify any potential risks or issues.
   - Coordinate with project teams and ensure effective communication and collaboration throughout the project lifecycle.
   - Contribute to project status reports.
   - Manage communication with different stakeholders ensuring timely follow-up.
   - Represent the FACT Dialogue Secretariat in event and meetings when needed.
2. **Administrative Coordination:**
   - Oversee project documentation, including contracts, agreements, and project-related correspondence.
   - Coordinate project meetings, workshops, and conferences.
   - Contribute to prepare meeting agendas, minutes, and action items, ensuring timely follow-up and resolution.
   - Facilitate the procurement of project-related resources, and services.
   - Ensure adherence to project management best practices and quality assurance guidelines.

3. **Timely Project Delivery:**
   - Develop and maintain project schedules, ensuring that milestones and deadlines are met.
   - Proactively identify potential bottlenecks or delays and take appropriate measures to mitigate them.
   - Monitor project budgets, reports and resource allocation to ensure efficient and effective project execution.
   - Work closely with project teams to resolve any project-related issues and maintain progress.
   - Coordinate with external stakeholders to ensure timely delivery of project components.
   - Contribute and support document preparation in the 4 key topics of the FACT dialogue (papers, newsletters, webpage content, reports, etc).

**Requirements**

*Education, knowledge and experience*
- Bachelor’s degree in a relevant field (e.g., Business Administration, Project Management) or equivalent practical experience.
- The ideal candidate should possess extensive experience in successfully managing global complex projects (at least 5 years).
- Strong organizational skills with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills to collaborate with diverse teams and stakeholders.
- Proficiency in project management software and tools.
- Proven experience in support of global project on sustainability, trade, deforestation, or climate change.
- A deep understanding of and commitment to the work of the FACT Dialogue and understanding of broader developments on commodity related sustainability issues.
- Proven experience as a project coordinator or in a similar role.
- Exceptional language proficiency in English, with Portuguese/Spanish fluency being an advantageous additional asset.
- Knowledge and experience in project global communication (social media, website, newsletters, etc.)

*Personal Attributes and Competencies*
- Attention to detail and a commitment to delivering high-quality work.
- Ability to work independently and proactively, with minimal supervision.
- Flexibility to adapt to changing project requirements and priorities.
- Strong problem-solving and decision-making abilities.

**Terms and conditions**
- This is a consultancy position.
- Period of the consultancy is currently scheduled until December 31, with a potential for extension based on performance.
- Work location: Preferably Europe (suitable time zone for the project)
Application process

- The application deadline is **15 July 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:  
http://www.cifor.org/careers and https://www.worldagroforestry.org/working-for-icraf

To learn more about CIFOR-ICRAF, please visit our websites at:  
https://www.cifor.org and www.worldagroforestry.org

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.