JOB DESCRIPTION
Limited contract (20 months)

TITLE: Project Manager, GIZ COVID19 Fair Trade Emergency Initiative

DIVISION / TEAM: External Relations Department

REPORTS TO: Director of External Relations

OVERVIEW

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International has secured a grant from GIZ to deliver COVID19 prevention, relief and economic recovery interventions in 20 countries in Latin America, Africa and Asia. The goal of the project is to mitigate the impact of the COVID19 pandemic on Fairtrade producers’ health, wellbeing and economic sustainability. The proposal aims to: i) provide immediate relief to and support prevention of the further spread of the pandemic on at-risk producers and their wider communities in Latin America, Africa and Asia; as well as, ii) help producers recover from economic losses due to COVID19, maintain and diversify their supply chain relations, and ensure business continuity, food security and income generation for their members -- thereby building producers’ resilience to future shocks and stresses. The project is expected to be implemented from September 2020 to end of April 2022. The key project partners include: Fairtrade International (consortium lead), CLAC, Fairtrade Africa and Fairtrade Germany.

OBJECTIVES / PURPOSE:

The Project Manager will be responsible for the effective delivery of the GIZ-funded project, and for all matters related to project cycle management and donor compliance. In particular, the post holder will be responsible for:

- Facilitating the coordination of all project partners to ensure the effective implementation of the project, including setting up and managing internal project management tools, the Consortium Steering Group, and sub-grant activities.
- Lead on donor financial and narrative reporting, and the fulfillment of compliance and visibility requirements.
- Ensure the project delivers against its work plan, and lead on the financial management of the project (in close collaboration with the Fairtrade International Finance Unit) and on the implementation of the project’s monitoring and evaluation plan (in close collaboration with Monitoring, Evaluation, and Learning (MEL) experts at Fairtrade International and partner organisations).
- Liaise with the Consortium Steering Group and provide regular update of progress to the group, escalating any risks or challenges to project success.
PRINCIPAL ROLES AND RESPONSIBILITIES

Fairtrade International, as consortium lead, is responsible for carrying out project management, monitoring and ensuring that resources are used in line with GIZ funding and compliance requirements and that accounts are audited. The project’s partners (CLAC, Fairtrade Africa and Fairtrade Germany) will be represented in the Consortium Steering Group. Fairtrade International will be responsible for organizing the Steering Group meetings which will take place on a monthly basis for the start of the project and bi-monthly following the initial six-month set-up.

Project management
(in coordination with Fairtrade International’s Global Resource Mobilization team)

- Lead the co-ordination and implementation of the GIZ-funded project, working closely with partners to ensure all aspects of the project are fulfilled, including ongoing review and evaluation of progress against objectives.
- Act as the main liaison to the Consortium Steering Group
- Organize the Consortium Steering Group and capacity-building meetings
- Provide support to the implementing partners to report to the Steering Group.
- Escalate project risks and challenges to the Steering Committee for discussion and action.
- Manage the overall project budget and keep accurate accounts, in close collaboration with Fairtrade International Finance Unit.
- Liaise closely with the partner organisations to collate relevant information (i.e. activities and budget) and input into the GIZ reporting process.
- Set up and manage the project’s reporting and management mechanism
- Set up and implement Monitoring & Evaluation system to ease with reporting to the donor, in collaboration with Fairtrade International MEL team
- Work closely with the communications team to promote the project achievements and lessons learned
- Work closely with Fairtrade’s Monitoring & Evaluation Research taskforce to commission research evidence on the impact of COVID on Fairtrade producer organisations and assess their resilience measures.
- Identify and utilize opportunities to promote and further the aims of the project.

Financial grant management
(in coordination with external auditors and Fairtrade International’s Finance Unit)

- Ensure financial and cash flow control
- Monitor activities and expenses
- Manage effective and cost-efficient administrative and internal financial procedures, provide periodic reports and suggestions for improvement
- Maintain oversight of the project’s book-keeping, payments etc. and financial issues
- Manage budgetary and financial resources, assure quality standards and timeliness, set up and implement internal and donor financial reports
- Liaise with the donor’s external auditor
- Submit timely payment requests to the donor
- Escalate issues that need to be addressed to senior leadership
Other responsibilities

- Produce up-to-date reports of the project for staff, management and the Board
- Support the presentation of the project in internal and external events
- Perform other duties and tasks, consistent with the skills and expertise, as required.

SKILLS REQUIRED *(E = essential, D = desirable)*

**Knowledge / Job Specific Competencies (E= Essential; D=Desirable):**

- At least 5 years’ professional experience (E)
- Expertise in project financial management, budget monitoring and forecasting (E)
- Demonstrated experience of grant management from GIZ or similar donor agencies (E).
- Extended experience/track record in project management funded by key international donors, for grants over EUR1 million (E)
- Experience with the implementation of multi-country, complex development projects funded by public/private donors and/or development agency partnerships (E)
- Experiences in developing and implementing M&E plans (E), including oversight in commissioning external evaluations (D)
- In-depth knowledge of the international development environment, particularly sustainable development (D)
- Experience in implementation of development and humanitarian relief projects (D)

**Education required:**

- University degree in development, business, international relations or comparable qualifications

**Professional Skills**

- Experience in project cycle management, logical framework, Theory of Change, impact chain and related M&E (E)
- Excellent writing skills, particularly in writing dynamic, impact-oriented project reports (D)
- Demonstrated ability to collaborate with both internal team members and external stakeholders (E)
- Excellent communication and relationship management skills (E)
- Fluent English with strong writing skills to native level (E), other international language (German, Spanish or French) is a strong added advantage (D)
- Good understanding of and commitment to the work of the Fair Trade movement (D)

**Personal Qualities**

- Able to drive forward work on own initiative (E)
- Able to motivate and enthuse others (E)
- Able to tackle challenges and manage conflict (D)
- Highly organised and able to prioritize and multi-task effectively (E)
- Able to work both independently and as part of a team (E)
- Results-oriented, respects deadlines and gives attention to details (E)
TERMS AND CONDITIONS

- This is a full-time post and is based in Bonn, Germany
- Limited contract with a maximum of 20 months
- Starting date: 1 September 2020, or as soon as possible thereafter
- The working language is English (with German knowledge an added advantage)
- Salary as per the Collective Bargaining Agreement (Gross- und Außenhandel NRW), level VIa, plus an attractive benefits package.
- 30 days annual leave and flexible working hours.
- International work environment

APPLICATIONS

- Please consult www.fairtrade.net for more information on Fairtrade International and the Fairtrade system
- Please apply by email only, in English, with Curriculum Vitae and motivation letter to applications@fairtrade.net citing “Project Manager GIZ” in the subject line
- Deadline for applications is 31st August 2020
- By sending the application documents you voluntarily consent to Fairtrade International to use and process your personal data for the purpose of this application procedure.
- You can revoke your consent at any time via email to applications@fairtrade.net.
- As part of the application procedure, we collect and process your data in accordance with the data protection declaration for application procedures which can be found below.

Please note that Fairtrade International is strict on compliance with the required qualification criteria mentioned above, and only those candidates selected for interviews will be contacted.