



The International Cocoa Initiative (ICI)

Job Description

Programme and Reporting Officer

(2-year assignment, based in Geneva, with occasional travel)

The **Programme and Reporting Officer** supports the International Cocoa Initiative [ICI] Programme Team and the Executive Director in the development and implementation of the ICI programme, in pursuit of ICI's strategy and objectives, as agreed by the ICI Board.

Under the supervision of the Head of Programmes, the Programme and Reporting Officer contributes to the implementation of ICI's 2019 – 2020 Strategy, supports the management of ICI's project portfolio, supports the contribution of ICI's country teams in his/her areas of responsibilities, analyses data coming from the different projects and prepares reports accordingly. S/he will also contribute to the production and dissemination of programmatic knowledge, in support of ICI's learning and influencing objectives.

MAIN TASKS AND RESPONSIBILITIES

Project Management

- Provide support to the Head of Programmes and Programmes team in the day to day administration of large projects and grants;
- Independently manage smaller-scale projects ensuring the timely delivery of expected outputs, the sound financial management of the funds and the preparation of reports.
- Contribute to responses to relevant calls for proposals and requests for applications as well as unsolicited proposals in his/her thematic area by preparing budgets and writing narratives.

Training and Capacity Building

- Support the development and revision of awareness-raising and training modules as well as data collection and management tools for supply chain and community actors (farmers, coops, extension officers, suppliers, intermediaries, exporters etc.);
- In collaboration with the wider programme team, support the implementation of relevant processes for field-level project management, such as guidelines, manuals and procedures to streamline the implementation of child-labour monitoring systems across projects, regions and countries;
- Support the design and delivery of training and capacity-building interventions to roll-out above-mentioned guidelines in country.
- Support relevant country team members in the delivery of projects, including through occasional field visits.

Learning and Influencing

- Support review and analysis of data collected through the child labour monitoring systems



- Develop engaging graphics, presentations and reports that clearly communicate project outcomes and contribute to a better understanding of child labour in cocoa;
- Contribute to the identification and documentation of lessons learned, tools or approaches to disseminate good practices and promote the integration of learnings in project activities

Financial management

- For any project(s) for which he/she is given budget-holder responsibility, ensure the management of relevant contracts or activities, with the support of the finance team, and under the supervision of the Head of Programmes, ensuring that project funds are adequately monitored, reported and liquidated.
- Ensure that financial transactions are within budget, that expenditure is incurred in accordance with ICI's financial procedures, and that all transactions are coded correctly.
- Provide cost estimates to assist preparation of [ICI]'s budgets, forecasts, and overall financial plan.
- As appropriate, only approve transactions in accordance with his/her delegated financial authority.

Communications/Fundraising

- Support ICI's broader communications and fundraising efforts, particularly by documenting project outcomes and ensuring that operational and programmatic knowledge is available and presented in digestible ways for external audiences;
- Support ICI's stakeholder engagement, including by assisting in the organization of board meetings and external stakeholder meetings.

QUALIFICATIONS

Education

A Master's Degree, or equivalent, in International Development, Social Sciences, Agricultural Economics, Corporate Social Responsibility, Business Sustainability, Business and Human Rights or similar.

Professional Experience

- At least three years' relevant work experience in the field of CSR, sustainability, business and human rights, humanitarian response or international development.
- First-hand field experience in a developing country, preferably in Sub-Saharan Africa, linked to an agricultural value-chain, a commodity supply-chain, or sustainable livelihoods.
- Experience in Project Management, monitoring and evaluation and information management.

Skills and Competencies

- Required: Fluency in either English or French, with a strong working knowledge of the other.
- Advanced written and spoken communication skills.
- Understanding of child labour, children's rights and agricultural livelihoods in low-income countries.
- Experience of quantitative data analysis, data visualization and reporting



- Desirable: experience of IT project management or working with developers
- Ability to work pro-actively, flexibly and independently.
- Ability to work in an international environment and readiness to travel.
- Excellent interpersonal and team-playing skills.
- Mastery of the Microsoft Office software package, especially Excel and Power Point.

HOW TO APPLY:

NB: ICI has **zero-tolerance** for all forms of child neglect, abuse (sexual, physical, emotional, and psychological) and exploitation (sexual and commercial).

ICI commits to put the best interest of the child first, and at the centre of its work, irrespective of a child's ability, ethnicity, faith, gender, sexuality and culture.

ICI recognizes its responsibility to ensure and to promote a safe and secure environment for children. To effectively manage risks to children, ICI requires the commitment, support and cooperation of all staff, associates, partners, suppliers, service-providers and visitors. By applying at ICI, you automatically agree to the above term and uphold the principles described herein

Only candidates with the possibility of acquiring a work permit for Switzerland should apply

Please send applications in English (including a cover letter and your updated CV) to hr@cocoainitiative.org

Only those candidates who match the above requirements and who have been selected for interview will be contacted.

Closing date for applications: 15th of September 2019