

JOB DESCRIPTION

Administration and Communications Coordinator
CGIAR System Advisory Services Shared Secretariat
Bioversity International Level 5 (UN equivalent – G5)

1. Role Summary

The role of the newly formed Advisory Services Shared Secretariat is to provide operational support for a new CGIAR Independent Science for Development Council (ISDC), CGIAR's Standing Panel on Impact Assessment (SPIA) and implementation of the CGIAR System's multi-year evaluation plan.

The Administration and Communications Coordinator of the Shared Secretariat is a role supporting the Program Officer and other staff in delivering ISDC, SPIA, and Evaluation work plans and in providing support to the overall office management and communication activities of the Secretariat.

This role is accountable for contributing across a wide number of areas, sometimes of a confidential nature:

- Supporting the preparation and management of the Advisory Services budgets (ISDC, SPIA, evaluation, and Shared Secretariat);
- Meeting organization, administration, and logistics;
- General office administration (organizing conference calls, document management, disbursement of payments, purchase order processing, travel claim processing);
- Supporting the ongoing management of Secretariat communication channels, including website(s) and social media.

For this position, the ability to work in a fast-paced environment, strong attention to detail and excellent organizational skills are paramount for ensuring proactive administrative, operational and procedural support that is consistent with the standards and practices of the CGIAR.

The position is based in Rome, Italy unless otherwise decided by the CGIAR System Council at a future time.

2. Key responsibilities

Specific responsibilities include:

Administrative Support

- Supporting the drafting of the annual work plan and budget (WPB) for the Advisory Services;
- Maintaining a tracking system of expenditure, in line with the System Organization's requirements, notifying stakeholders of any discrepancies, problems, unacceptable variances or trends in expenditure versus budget;

- Supporting financial and budget administration through keeping track of expenditures for ISDC, SPIA, evaluation, and Shared Secretariat, and supporting the preparation of financial reports and forecasts;
- Making cost-efficient travel reservations for the Director and Chairs of ISDC & SPIA; processing travel authorizations and expense claims; ensuring compliance with System Management Office processes regarding travel insurance and tracking system for traveler security;
- Organizing travel itineraries for relevant travelers, including completing event registrations, visa applications, and hotel reservations;
- Processing purchase requisitions for one-off or periodic payments for goods and services;
- Scheduling meetings and teleconferences, tracking responses and providing clarification to meeting participants as required; updating internal calendars and collecting and distributing background materials for meetings in advance;
- Receiving visitors and managing and updating the Shared Secretariat mailing list as required;

Communications and Information Management

- Ensuring Secretariat communication channels are active and well managed (website and social media), working with other Secretariat staff, including technical staff working across the three work streams to collect, proof-read and edit content for various CGIAR communication channels as appropriate;
- Following up on incoming communications, including those of a sensitive or in-confidence nature, and determining the appropriate course of action, referral and/or response;
- Drafting and proofreading correspondence and communication documents;
- Filing, organizing and retrieving documents and reference materials on on-line shared systems, ensuring efficient and effective document management and version control;
- Creating and maintaining on-line shared databases and inventories, ensuring accuracy and integrity of data;

3. Reporting

This role reports to the Program Officer and is a 'pooled resource' for the whole team.

4. Candidate profile

Education and Skills

Technical skills

- A higher education qualification (diploma, advanced diploma or equivalent certification) from an accredited academic institution in office administration, or other related fields;
- At least five years' experience in a similar role;
- Demonstrated knowledge of standard office administrative practices and procedures;
- Excellent written and oral communication skills in English;
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office suite (Including Word, PowerPoint, Excel, and Sharepoint);

- Experience in working with workflow application software (e.g. Oracle, Peoplesoft, Agresso Office or other);
- Proven ability to liaise with a broad range of stakeholders and partners with varying cultural and educational backgrounds, and differing levels of seniority, and doing so with sensitivity, discretion, and tact;
- Work experience in an international cross-border or cross-cultural setting.

Personal traits

- Customer service orientated, responsive and proactive;
- Attention to detail and accuracy;
- Dependability;
- Integrity, professionalism, and confidentiality;
- Adaptability.

6. Employment arrangements

The successful candidate will be an employee of Bioversity International¹ for and on behalf of the CGIAR System Organization (an international organization headquartered in Montpellier, France), with the employment terms being according to the Personnel Policy Manual of Bioversity International. This Job Description is an integral part of the employment contract and is subject to change from time to time.

*Bioversity International and the CGIAR System Organization
are equal opportunity employers and strive for staff diversity.*

Version	1
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¹ Bioversity International is the operating name of International Plant Genetic Resources Institute which is headquartered in Rome, Italy.