

Senior Project Analyst, AgriTech Venture Accelerator

The Organization

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) deliver research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

The Alliance works with local, national and multinational partners across Latin America and the Caribbean, Asia and Africa, and with the public and private sectors. The Alliance is part of CGIAR, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services.

With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people in a climate crisis.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

<https://alliancebioversityciat.org/>

www.cgiar.org

About the position

Recently, the Alliance launched the Accelerate for Impact Platform (A4IP) to enhance the sharing, scaling, and deployment of science-based innovations. A4IP works systematically with non-traditional partners such as mission-aligned incubators and accelerators, leading R4D laboratories, and forward-thinking investors (e.g., venture studios, venture capitalists, impact philanthropists). The aim is to integrate scientists and partners into result-oriented teams that will address challenges in agriculture and food systems while contributing to the UN Agenda 2030 for Sustainable Development.

A4IP seeks to scale transformative technologies by utilizing existing and future CGIAR research and fostering synergies with in-house scientists. The platform has been identified as a strategic priority within CGIAR, garnering significant support and attention. This is an exciting time to join the Alliance, as the successful candidate will engage in new opportunities shaping the future of this scaling innovation platform under CGIAR.

Based in Rome, Italy, and under the supervision of the Senior Manager, Partnerships & Innovative Finance, the Senior Project Analyst will join the Global Partnerships Unit team and support with ensuring a robust and consistent pipeline of funders, investors, and partners that meaningfully engage with the Alliance's mission.

Responsibilities

More specifically, the tasks of the Senior Project Analyst will include:

Project planning

- Coordinate the planning, management, implementation, and delivery of A4IP's support function services, core accelerator activities, and projects (i.e., innovation challenges).
- Develop and maintain comprehensive project documentation (i.e., Terms of Reference, workplan, agenda, and reports), ensuring these are up to date and accessible to team members.
- Establish project-specific key performance indicators to track progress, measure impact.
- Organize meetings with the project team and external partners/stakeholders by preparing agendas, PowerPoint presentations, and document discussions, and following up on action items.

External and internal engagement

- Act as the focal person with partners by establishing and maintaining clear, direct, and respectful communication lines with external partners/stakeholders for collaboration opportunities.
- Facilitate communication between team members and partners.
- Identify potential partners that align with project goals.
- Conduct effective external engagement by accelerating Alliance and CGIAR-led innovations and positioning Alliance science for impact in priority innovation platforms and events.
- Engage in discussions with colleagues working in other units and/or external stakeholders on topics related to scaling science-based innovations.
- Participate in meetings and workshops with partners and donors as required.
- Carry out other relevant duties to further advance funder engagement and resource mobilization strategies, work plans, and initiatives under A4IP.

Risk management and quality control

- Identify potential risks and issues and develop mitigation strategies.
- Ensure standards and requirements are met through conducting quality assurance tests.

Reporting

- Monitor the performance against set KPIs to fulfil organizational commitments with efficiency and quality.
- Prepare and distribute regular progress reports/emails to keep the project team, partners/stakeholders informed.
- Provide project status updates during meetings.
- Gather feedback from the project team, external partners/stakeholders, and project participants to assess satisfaction and identify areas of improvement.
- Use feedback to refine workplans, partnerships, and the methodology for scouting, supporting, and accelerating start-ups/innovation teams that align with CGIAR's Impact Areas and ongoing research.

Requirements

- Bachelor's degree (Master's degree is desirable) in International Development, International Relations, Economics, Business Administration or other relevant field.
- Previous experience working for international development and/or research organizations, private sector (e.g., corporate accelerator, agri-food companies) or venture capital funds.
- Previous relevant work experience (preferably minimum of 2 years) in project management and coordination, including overseeing and executing projects from start to finish, and engaging with a wide range of stakeholders, suppliers and other actors from multicultural backgrounds.
- Excellent organizational skills including the ability to manage multiple priorities, meet deadlines while still maintaining attention to detail and accuracy, and problem solve effectively.
- Proven track record of building collaborative relationships across and within internal teams, and with external stakeholders.
- Demonstrated ability to work effectively as part of a team with people in a multi-cultural and multi-disciplinary environment, including with external stakeholders.
- Excellent communication skills in English, both verbal and written including the ability to organize and write clear and concise reports.
- Knowledge of a second language, particularly French or Spanish, is desirable.

Terms of employment

This is a locally recruited position based in Rome, Italy at the Alliance Headquarters. All benefits are denominated and paid in Euro. The salary is level 7, on a scale of 14 levels, with level 14 being the highest. The salary range starts from Euro 47,640 per annum. The Alliance offers an attractive remuneration package that includes a competitive salary, leave provisions, medical and life insurance, and non-contributory retirement plan. The contract will be for a period of 2 years, subject to a probationary period of 6 months, and is renewable based on performance and availability of funds.

Please note that eligible applicants must have the legal status to live and work in Italy:

- Be Italian nationals holding a valid passport or identity card.
- Or be EU citizens holding a valid passport or identity card and confirmation of registration from the Registrar's Office (Anagrafe)
- Or non-EU citizens holding a valid Italian work permit (permesso di soggiorno per lavoro subordinato)

Applications

Please apply online through the website (<https://alliancebioiversityciat.org/careers>) no later than **23 July 2024**, attaching a **curriculum vitae, motivation letter, both in English**, and contact information (e.g. names, email address) of **at least three references**.

Please note that only shortlisted candidates will be contacted.

Closing date for applications: 23 July 2024

We invite you to learn more about us at:

<http://alliancebioiversityciat.org>

Please visit our careers page at:

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