

## Junior Program Officer 0,8 FTE

### **Aidenvironment and RAIN**

Aidenvironment is an independent values driven consultancy. We advise, support and encourage our clients in realizing their ambitions in contributing to a market transformation towards sustainability in the most prominent commodity sectors. Known for our in-depth knowledge, reliable quality and good advisory skills, we are continuously asked to work on influential assignments by the front-runners in the private, public and non-profit sector. We have offices in Amsterdam, the Netherlands and in Bogor, Indonesia with a dedicated team of over 40 staff members and we work all over the southern hemisphere.

RAIN is a trademark of Aidenvironment and part of the Land and Water Cluster. The Land and Water Cluster addresses challenges at the Landscape and Ecosystem levels in a comprehensive, sustainable approach that delivers high quality customized solutions. RAIN's mission is to increase access to water on a global scale through developing rainwater collection capacity, for the benefit of vulnerable sectors of society.

RAIN participates in several projects and programs of which the Wash Alliance International and Rain4Food are two important examples. RAIN manages and develops programs, while Aidenvironment offers high quality advice on specific topics such as business case development, 3R techniques and interventions, water for food production, and monitoring and evaluation. To manage the growing portfolio of projects, RAIN is currently looking for a:

### **Junior Program Officer**

The Junior Program Officer will be based in Amsterdam and is responsible for high-quality and impactful managing of the projects and programs in the regions RAIN works in, which includes:

- Program development and coordination of project implementation
- The definition of working packages (Terms of References) for consultancy assignments
- Management of country budgets
- Support the development of communication materials
- Ensure timely and qualitative reporting
- Support the management in writing quotations and new program or project proposals

The program and project management comprises 60% of the activities. The Junior Program Officer acts as focal point between the activities in the country(ies) and the RAIN Program Manager. He/she edits, translates and assists in writing quality and timely donor reports; ensures that deadlines are met. Coordinates activities with the local partners, i.e. review and follow-up on project proposals of implementing organizations and communication with project partners on progress, monitoring and financial reporting. He/she handles and coordinates all logistic and technical matters of the country(ies), including the identification, contracting, deployment and payment of sub-contractors. In addition he/she verifies and monitors the overall expenditures of the program versus budgets. If needed, adaptations will be made in accordance with the program manager. Finally, the emphasis lays on the development of learning methods and communication tools to capture the experiences and knowledge that has been built up in recent years.

We offer the Junior Program Officer the opportunity to develop program management and consultancy skills in order to grow into our consultancy business.

## **Profile**

To qualify successfully as a candidate you have:

- At least 3 years of working experience, preferably in managing projects including budget responsibility
- An academic background in water resource management
- Experience in working with/in a multi-stakeholder playing field, NGO's, government, communities international actors and donors
- Excellent communication and writing skills
- You are able to work in multi-disciplinary teams, you are result driven and entrepreneurial, you take initiatives when required
- You are fluent in English (written and spoken) and preferably also in French/Spanish or Arabic

You must be willing and available to travel 2-4 times per year to partner countries in the field (for periods of 1-2 weeks). In addition, you can be asked to attend international conferences and seminars.

## **Our offer**

We offer a salary in line with market rates and a working environment that offers a lot of flexibility, international travel and the possibility to work on challenging projects that shape the future of sustainable commodity production and trade, land and water management.

## **Your application**

We are looking for someone who can start March/April 2016. Please send your application letter and CV (maximum of 2 pages) to the Management Team of Aidenvironment, e-mail address: [secretariaat@aidenvironment.org](mailto:secretariaat@aidenvironment.org) no later than 28 January 2015. For further questions and additional information, please contact Robert Meerman phone +31(0)20-58 18 250.