



JOB DESCRIPTION

Limited contract (4.5 Years)

TITLE:	Project Manager- EC Framework Partnership Agreement grant
DIVISION / TEAM:	Global Resource Mobilization Unit
REPORTS TO:	Director – 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 the European Commission's (EC) Framework Partnership Agreement (FPA) to deliver a multi-stakeholder four and a half year project (2019-2023) aiming to:

- increase the influence of male and female small producers and workers from local to global level, and create a more inclusive, representative and efficient Fairtrade network
- strengthen the institutional and operational capacity of Fairtrade for coordinated actions at the global, regional, and national levels
- reinforce the capacity of Fairtrade for coordinated actions at global, regional and national level, that effectively represent producer organisations and workers and promote the role and responsibilities of Fairtrade member organisations

The project will be implemented at Fairtrade International and its three producer networks in Latin America and the Caribbean (CLAC), in Africa (FTA) and in Asia and the Pacific (NAPP), as well as the Fair Trade Advocacy Office.

OBJECTIVES / PURPOSE:

The EC FPA Project Manager will be responsible for the effective delivery of the EC 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 MEL mechanisms.
- Leading on donor financial and narrative reporting, and the fulfillment of compliance and visibility requirements.



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- Ensuring the project delivers against its logframe and workplan, and leading on the financial management of the project (with close support from the Finance Unit) and on the implementation of the project's monitoring and evaluation plan (in close collaboration with MEL experts at Fairtrade International and partner organisations).
- Being the main contact of the Consortium Steering Group, responsible for escalating challenges and providing regular progress updates to the group.

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 EC funding and compliance requirements and that accounts are audited. The project's co-applicants (Fair Trade Advocacy Office, Fairtrade Africa, CLAC and NAPP) will be represented in the Consortium Steering Committee. Fairtrade International will be responsible for organizing the Committee meetings which will take place on a quarterly basis (with one physical annual meeting with all partners).

Project management

(in coordination with Fairtrade International's Global Resource Mobilization team)

- To lead the co-ordination and implementation of the EC-funded project, working closely with the lead organisation and partners to ensure all aspects of the project are fulfilled, including ongoing review and evaluation of progress against objectives.
- To organize and be the main contact for the Consortium Steering Committee and capacity-building meetings and, where appropriate, provide support for the organisation of other project related meetings. Escalate to the Steering Committee challenges for discussion and action.
- To manage the overall project budget and keep accurate accounts in close collaboration with the Finance Unit.
- To liaise closely with the partner organisations to collate relevant information (i.e. activities and budget) and input into the annual reporting process for the European Commission.
- To set up and manage a sub-grant mechanism (excluding financial flows).
- To set up and implement a Monitoring & Evaluation system (in consultation with Fairtrade International MEL and grants team and project partners) and liaise with external evaluator (year three).
- To identify and exploit opportunities as they arise over the course of the project to promote and further the aims of the project.
- To maintain direct relations with the EC focal point regarding all matters related to the project.
- To lead on training of all partners on EC compliance and other grant management requirements.



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Financial grant management

(in coordination with external auditors and Fairtrade International's Head of Finance and IT)

- To ensure financial and cash flow control
- To monitor activities and expenses
- To manage effective and cost efficient administrative and internal financial procedures, provide periodic reports and suggestions for improvement
- To have oversight of the project's book-keeping, payments etc. and financial issues
- To manage budgetary and financial resources, assure quality standards and timeliness, set up and implement interim, annual and final financial reports
- To liaise with external auditor
- To submit timely payment requests to the donor
- To escalate to senior leadership issues that need to be addressed

Other responsibilities

- To produce up-to-date reports on the project for staff, management and the Board.
- To support the presentation of the project in internal and external events as relevant
- Travel as required.
- To perform other duties and tasks, consistent with the skills and expertise as required within the scope of the project.

SKILLS REQUIRED (E = essential, D = desirable)

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

- At least 3 - 5 years professional experience (E)
- Extended experience/track record in project management funded by key international donors, for grants over EUR1million - particularly with regards to writing dynamic, impact-oriented project reports (E)
- Experience with the implementation of multi-country complex development projects funded by public/private donors and/or development agency partnerships (E)
- Working experience of grant management from EC or similar donor agencies (E).
- Expertise in project financial management, budget monitoring and forecasting (E)
- Experience in developing and implementing M&E plans (E), including oversight in commissioning external evaluations (D)
- In depth knowledge of the international development environment with regard to the SDGs, sustainable development, trade, Sustainable Consumption and Production, coffee/cocoa/banana/textile supply chains including current priorities and trends (D)
- Experience in implementation of organisational development projects (D)

Education required:

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



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qualifications

Professional Skills

- Collaborate well with team members and relevant stakeholders in the system (E)
- Experience in project cycle management, logical framework, Theory of Change, impact chain and related M&E (E)
- Excellent communication and relationship management skills (E)
- Fluent English with strong writing skills to native level (E), other international language (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

- Demonstrable ability to drive forward work on own initiative (E)
- Demonstrable ability to motivate and enthuse others (E)
- Demonstrable ability to tackle challenges and manage conflict (D)
- Be highly organised and able to prioritize and multi-task effectively (E)
- Have the ability to work both independently and as part of a team (E)
- Be results-oriented, respect deadlines and give attention to details (E)
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TERMS AND CONDITIONS

- A job offer for this position will be subject to contract signature with the EC
- This is a full time job and is based in Bonn, Germany
- Limited contract with a maximum of 54 months
- Starting date: 1 January 2018, or as soon as possible thereafter
- The working language is English
- Salary as per the Collective Bargaining Agreement (Gross- und Außenhandel NRW), group VIa plus attractive benefits package.
- 30 days annual leave and flexible working hours.
- International work environment

APPLICATIONS

Applications, in the form of a letter of motivation and Curriculum Vitae, should be submitted via e-mail to applications@fairtrade.net, citing *Project Manager EC FPA* in the subject field.

The deadline for completed applications is **30th November 2018**