



JOB TITLE: Assistant II Program Administration

Job Description

The Organization

The Alliance of Bioversity International and CIAT delivers 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.

About the position

The Assistant II will be responsible for providing efficient and effective administrative, logistical, and operational support to a portfolio of projects, activities and staff for projects running in the Arusha, Tanzania office. The incumbent will be located in the Arusha hub, under the direct supervision of the Scientist II/Country Representative

Key duties & responsibilities

The main responsibilities are the following:

- Act as the focal point for processing requests made by research staff in the bean breeding program, in compliance with institutional policies and procedures, to contribute to the efficient delivery of projects running in the Arusha, Tanzania office
- Perform the project administrative tasks, including logistic support to the project staff, travel arrangements and provide logistics and administration arrangements for meetings, conferences, seminars, and workshops.
- Provide administrative and financial backstopping and guidance for the staff with respect to payments, travel claims, and other requirements.
- Support and guide research staff in the process and required documentation for the hiring of interns, visiting research fellows, national and international research staff and consultants.
- Support research staff in the hub in raising the request for the acquisition of goods and services and following up with the responsible person for implementation liaising with accounting staff about payments.
- Maintain an overview of the financial situation of the Bean breeding projects, to ensure that timely administrative support is provided in general and particular areas.
- Work with research staff, PMOs, and administrative staff to identify improvements between research and admin teams for greater efficiency.
- Perform other relevant admin duties as assigned by the Supervisor.

Competences

- Proficiency in Microsoft Office package. Advanced Excel.
- Intermediate command of the English language, both written and spoken.

- Sound knowledge of standard office procedures.
- Strong client orientation and service approach.
- Self-motivated and results driven.
- Team-minded.
- Strong interpersonal, communications, and teamwork skills; courtesy, tact, and the ability to establish and maintain effective working relationships with people from different cultural and national backgrounds.
- Well-developed skills in personal organization, priority setting, problem-solving, detail-oriented and accuracy.

Terms of employment

This is a nationally recruited position based in Arusha, Tanzania. The initial contract will be for one year subject to a probation period of three months and is renewable depending on performance and availability of resources. This position is graded at BG05 level in a scale of BG01 to BG14 (BG14 being the highest level according to the Alliance job classification framework policy). We offer a competitive salary and excellent benefits including but not limited to insurance, retirement plan, staff training and development, paid time off and flexible working arrangements.

The Alliance Bioversity-CIAT is committed to fair, safe, and inclusive workplaces. We believe that diversity powers our innovation, contributes to our excellence, and is critical for our mission. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability statuses, sexual orientations, marital status, and gender identities. Female candidates are strongly encouraged to apply.

Applications

Applicants are invited to visit to get full details of the position and to submit their applications. Applications MUST include reference

number **RFP 103883 – Assistant II Program Administration** as the position applied for. Cover letter and CV should be saved as one document using the candidate's last name, first name for ease of sorting. The Alliance collects and process personal data in accordance with applicable data protection laws.

Applications closing date: 2nd August 2024

Please note that email applications will not be considered.

Only short-listed candidates will be contacted.

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