



## EXTERNAL VACANCY ANNOUNCEMENT

### Project Coordinator Consultant CGIAR Advisory Services Shared Secretariat (Temporary and part-time assignment, 32 days)

#### Background

The **CGIAR Advisory Services Shared Secretariat (CAS Secretariat)** provides operational support to the 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, called collectively herein CAS functions.

On behalf of the CAS Secretariat, the Alliance of Biodiversity International and the International Center for Tropical Agriculture (CIAT), which hosts the Secretariat in its Rome, Italy, office, is seeking a qualified **Project Coordinator** to support operations within the CAS Secretariat.

#### Role

The Independent Science for Development Council (ISDC) is One CGIAR's external, impartial standing panel of experts in science and development subject matters. System Council (SC) appoints the eight members, including the Chair, to provide rigorous, independent strategic advice to SC (i.e., the funders). To implement the CGIAR 2030 Research and Innovation Strategy, the One CGIAR portfolio will include approximately 36 Research Initiatives. Of these 36, up to 20 will launch in January 2022, with external review of Research Initiative proposals to begin as early as September 2021.

The Project Coordinator will play a critical role in coordinating the processes related to the ISDC external reviews of Research Initiatives.

Key elements of this role include:

- (i) Coordinate the process of the ISDC reviews.
- (ii) Coordinate securing external reviewer honorariums and agreements.

- (iii) Continuously improve processes and systems, with a focus on streamlining decision making.

The Project Coordinator will be a highly organized and detail-oriented professional with very strong project coordination skills and the ability to manage time, multiple stakeholders, protocols, processes, and associated communication with complete professionalism, flexibility, and authority.

## Key Responsibilities

1. Support effective Research Initiative review coordination and timely processing of Review submissions
  - Organize Research Initiative reviews and facilitate their approvals following an established review and approvals process
  - Support Research Initiative submission, review, approval, and eventual closure processes
  - Develop additional project coordination tools to keep ISDC members and CAS Secretariat team on track to ensure deadlines are met
2. Manage the Review calendar and scheduling
  - Develop a review calendar with key dates for reviewer submissions
  - Schedule online meetings with reviewers and ISDC members
3. Coordinate consultant roster and delivery of tasks as appropriate and coordinate paperwork related to payment of honorariums in tandem with CAS Secretariat finance officer
  - Act as focal point for submission materials
  - Monitor email account for reviews
  - Work with CAS Secretariat finance to ensure timely payment of honorariums
  - Coordinate dissemination and collection of agreements with reviewers
4. General responsibilities
  - Foster or contribute to highly collaborative teamwork and communication within CAS Secretariat and ISDC
  - Lead other administrative and project coordination tasks as assigned; this may include work for ISDC outside of the Research Initiative reviews (e.g., tasks related to semiannual meeting)
  - Evaluate processes continuously to identify improvements in coordination

## Qualifications and Competencies

### Essential qualifications and competencies

- A higher education qualification (diploma, advanced diploma or equivalent certification) from an accredited academic institution
- At least five years' experience in administrative or project coordination
- 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, Teams and SharePoint)

- 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
- Experience in developing tools for project coordination

**Terms and conditions:** This is a 4-month, part-time consultancy opportunity to assist in surge capacity. It is anticipated to start in late August or early September 2021 and end early- to mid-December 2021. The contract is for 32 days, allocating 2 days a week from the start to end date (exact dates to be determined). The consultant may be remote but must be available 2 days weekly (preferred one day on Monday/Tuesday and one day Thursday/Friday), with 4 consecutive hours of availability during Rome business hours (9:00 to 17:00 CET).

All consultancy fees and conditions will be administered in line with the Alliance approved policy for consultants. The position is based in Rome, Italy, but applications to work remotely from other locations will be considered.

**Applications:** Please apply by email to [isdc@cgiar.org](mailto:isdc@cgiar.org) no later than Thursday 17 June, 17.00 CET, attaching a letter of application with names and email addresses of at least three referees, and a curriculum vitae, both in English.

Please note that only shortlisted candidates will be contacted.

For more information about CAS Secretariat, refer to <https://cas.cgiar.org/>.

*The Alliance of Bioversity International and CIAT is an equal opportunity employer and strives for staff diversity.*