

Project Officer EC-FFPA (maternity cover)



OVERVIEW

Fairtrade is the most recognized and trusted sustainability label, working to make trade fairer for people and planet.

For more than three decades, Fairtrade has been making an impact on the way trade works. We believe that every farmer and worker should have access to a better way of doing business, and a better way of living.

Fairtrade International is an independent non-profit organisation representing more than two million small-scale farmers and workers worldwide. It owns the FAIRTRADE Mark, a registered trademark that appears on more than 37,000 products. Beyond certification, Fairtrade International and its member organisations (three producer networks and 19 national Fairtrade organisations) partner with producers and businesses, engage consumers, and advocate for a fair and sustainable future.

Unit's description and purpose:

The International Partnerships and Programmes Implementation Unit is responsible for leading and coordinating system-wide resource mobilization and partnership development to enable the delivery and realisation of Fairtrade's strategic priorities. The Unit is also responsible for ensuring effective management of externally funded projects led by Fairtrade International.

Fairtrade International has secured a grant from the European Commission's (EC) Funding Framework Partnership Agreement (FFPA) to deliver a multi-stakeholder four-year project (2024-2027) aiming to:

1. 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
2. strengthen the institutional and operational capacity of Fairtrade for coordinated actions at the global, regional, and national levels
3. 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 is being implemented by 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 in Belgium.

PRINCIPAL ROLES AND RESPONSIBILITIES

The Project Officer - NAPP will play a key role in the Asia-Pacific region for the project's coordination, financial and administrative management, and compliance with European Commission requirements. The post holder will take the lead in meeting reporting obligations towards the EC, engaging with stakeholders, and supporting the project's implementation. Specifically, the Project Officer will:

- Ensure coordination among all NAPP staff to ensure effective project implementation.(Cross-functional coordination among NAPP staff by aligning work plans, timelines, and deliverables to ensure effective and timely project implementation)
- Compile donor narrative reports and support the Finance team in compiling donor financial reports for the NAPP region.
- Ensure compliance with and visibility of project requirements. (Monitor compliance with donor requirements while ensuring visibility and alignment with contractual obligations and overall project objectives)
- Contribute to the implementation of the project's monitoring and evaluation plan (in close collaboration with MEL experts to track outcomes, collect data and support adaptive project management).
- Process all NAPP expenditure and provided technical support with NAPP's procurement funded by the project. (Oversee and process NAPP project expenditures, including due diligence, invoice verification, financial documentation, and procurement support, ensuring adherence to donor guidelines and internal financial controls.)
- Compile information for internal reporting of NAPP funded activities (for the project's workstreams and its Steering Committee) (Prepare and consolidate

internal reporting by collecting and analyzing data from project workstreams and compiling updates for the Steering Committee to inform decision-making)

- Support with logistics for related project events, activities and ensure visibility of the project internally and externally. (Provide logistical support to organize virtual and physical workshops, meetings and other events, including setting up virtual conference tools.)
- Support FI Project Management team with project tasks, logistical support for events, taking notes and maintain digital document management systems.

Contribution to the Financial grant management:

(in coordination with the EC FFPA project team and FI Finance Manager)

- Control financial and cash flow for AP region;
- Monitor activities and expenses for AP region;
- Manage effective and cost efficient administrative and internal financial procedures for AP region;
- Maintain oversight of the project's bookkeeping, payments etc. for AP region;
- Manage budgetary and financial resources, assure quality standards and timeliness, set up and implement interim, annual and final financial reports for AP region.

Other responsibilities:

- Support the presentation of the project in internal and external events, as relevant
- Provide technical and thematic inputs on Terms of Reference as necessary, co-designing targeted workshops and execution of activities
- Travel as required.
- Perform other duties and tasks, consistent with the skills and expertise, as required.

SKILLS REQUIRED

Level of education: The position holder will have a bachelor's degree in development, business, international relations or comparable qualifications or another relevant field.

Years of professional experience: A minimum of 2 years' experience in a relevant area of work.

Job Specific Competencies/knowledge:

- Grant-management

- Grant-financial management
- Project Planning and Implementation
- Project Monitoring and Controlling
- Stakeholder Management
- Risk Management
- Event/conferences organization
- Creating learning content

Personal Qualities:

- Collaboration / Teamwork
- Conflict management
- Relationship management
- Problem-solving
- Attention to detail
- Cross-cultural communication
- Presentation skills
- Rapid learning
- Multitasking
- Prioritization
- Flexibility
- Proactive Communications for escalation & decision making

Software/Tools:

Project Management Software (e.g. TolaData, others), MS365 (Excel, Word, Outlook, Power Point, Teams, Planner, Forms, Canva, Clipchamp, Kobo Toolbox), Salesforce, other relevant AI digital tools

TERMS AND CONDITIONS

- This is a maternity cover position within Fairtrade International.
- Location is at Fairtrade International offices in Bonn, Germany with the opportunity for hybrid work arrangements
- The office language is English.
- Salary as per the Collective Bargaining Agreement for the Wholesale and Foreign Trade Industries for North Rhine Westphalia Group V and overtariff payments (starting at 3,814.00 Euros gross per month)
- Holiday Bonus and 13th salary
- 30 days of holidays per year (for fulltime employees)

- Subsidised public transportation ticket
- Subsidised meal services
- Childcare cost subsidy

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