

A new decade for Cooperative Agri-Business Development



We are Agriterra, a Dutch agri-agency that provides business development services to ambitious cooperatives and farmer organisations in developing and emerging economies. We assist them with advice and training by locally based business advisors and by deploying practitioners from the Dutch and international farmer organisations and (cooperative) companies; the so-called AgriPool experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we improve extension services to farmer members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra works from local offices in a large number of countries. We work with self-organising teams, so our employees are challenged to use every bit of determination, creativity and strategy to achieve our compelling goals. Being a self-organising organisation makes Agriterra an inspiring and challenging environment for professional growth and development.

At present, Agriterra is in the process of decentralising and delegating tasks to the autonomous country offices, among which tasks related to project administration and client information analysis.

Agriterra has an annual turnover of approximately 20 million euros, is ISO certified and has over 170 employees, both in the Netherlands and abroad. For more information, visit our website www.agriterra.org

We are recruiting a:

Senior Analyst Compliance

Team: client information analysts and Project Coordination Team
Location: Arnhem – the Netherlands

As a senior analyst compliance, you are an entrepreneurial professional who will collect, analyse and process relevant information about our programmes and projects with a view to donor compliance. Based on this information you review reports in the requested format to inform donors, and you create reports that inform management and your colleagues about project planning, progress and results.

Together with your colleagues you provide advisory services on compliant implementation of donor funded projects to our business advisors in the country teams. You are a sparring partner to the Project Managers. You will generate and analyse donor and contract information from our web-based information systems. You initiate and coordinate with other involved parties (Project Coordination Team, business advisors, senior financial analyst, client information analysts).

You are responsible for ensuring compliant implementation of projects, ensuring documentation is in place and highlighting risks and challenges in the operation of the donor funded projects. You are preparing risk management information for the

management team. You have a special responsibility for monitoring donor reporting deadlines and compliance with donor reporting requirements. You assist in the programme audits by our donors. You prepare policy proposals on tactical and strategic level to improve services and offer solutions to improve processes and systems according to ISO quality standards.

Duties

- Create, adjust and review policies and procedures applicable in donor funded projects.
- Advise on project design and implementation (on compliance with donor guidelines).
- Review donor contracts.
- Advise and train project implementation teams on procurement, integrity and compliance.
- Report on progress in project portfolio, including risk identification.
- Initiate the translation of donor contracts into business rules within our ERP system.
- Ensure and provide accurate information on projects to the country teams and management.
- Contribute to maintaining and updating our quality system in close collaboration with the manager operations.
- Actively share the results of analyses with our business advisors, financial analysts and management to contribute to knowledge building and knowledge sharing.
- Support on internal and external audits.
- First point of contact for management regarding data related to donor reporting and compliance.

The successful candidate will have:

- BSc or MBA in business administration or comparable fields of expertise.
- Extensive experience with programme/project management and administration, both in the Netherlands and abroad.
- Extensive experience in financial and narrative programme and project reporting to donors.
- Knowledge of the internal organisation and external environment of Agriterra, procedures, systems and applications.
- Excellent level of proficiency in English. Dutch, French and/or Spanish would be a strong advantage.
- Good editorial skills.
- Enthusiastic personality focused on results and service.
- Excellent communication and advice skills, experience with the business community.
- Familiarity with self-organising and team dynamics.

What we have to offer

A position that requires you to be highly self-reliant. Agriterra operates in dynamic international markets and in close cooperation with the agricultural business sector. At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving impact. As a senior programme & project officer, you will report to the manager operations.

The working conditions and additional benefits are good. The salary offered will depend on your experience and ranges between EUR 3.365 and 5.225.

Agriterra offers a contract for a year, with the possibility of extension.

Are you interested?

Are you interested in this position and do you fit the profile? Apply with a cover letter and curriculum vitae, by sending an e-mail to vacancy@agriterra.org, to the attention Ronnie Hahné, manager operations, with reference code AG 0421.