

Farmer common sense in business

**For inspiring and creative professionals
with a passion for cooperatives
focused on impact**

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 through 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 support organisations to improve extension services to their 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 has local offices in a large number of countries. We work with self-steering teams, so our employees are challenged to use every bit of determination, creativity and strategy to achieve our compelling goals. Being a self-steering 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 15 million euros, is ISO certified and has over 150 employees, both in the Netherlands and abroad. For more information, visit our website www.agriterra.org

We are recruiting for a:

Senior programme & project officer

Team: client information analysts
Location: Arnhem – the Netherlands

As a senior programme and project officer, 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 create reports in the requested format to inform donors, management and your colleagues about project planning, progress and results.

Together with your colleagues you provide advisory services on relevant cooperatives and farmers organisations information to our business advisors in the country teams. For

this you will generate and analyse client information from our web-based information systems.

You are responsible for preparing the required information in our annual report and information for the management team, for which you create monthly and quarterly reports with accurate information on the accomplishment of the Agriterra goals. 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.

As a senior member of the team client information analyst you share a responsibility in monitoring of processes and systems according to ISO quality standards. Together you will ensure that Agriterra meets all the requirements during the annual ISO audit.

Duties

- Collect data and analyse the information on timing, type of service and project level for each organisation/client.
- Monitor, analyse and evaluate progress in programmes for Agriterra management and donors.
- 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 skill.
- Enthusiastic personality focused on results and service.
- Excellent communication and advice skills, experience with the business community.
- Familiarity with self-steering 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 3.259 and 5.061.

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 2719.

If you require further information, you can also contact him by sending an e-mail.