



Terms of Reference

Position: Junior Professional Officer

Background:

The Global Donor Platform for Rural Development (Platform) was created in 2004 with the objective to enhance the fight against poverty in developing countries by enhancing sustainable economic growth in rural areas and by improved donor cooperation, coherence and coordinated dialogue with partner countries; thus better and more investments in the fight against rural poverty.

The Platform, consisting of 31 donors, international financing institutions and development agencies. The Platform is co-chaired by the Federal Ministry of Economic Cooperation and Development (BMZ), Germany and International Fund for Agriculture Development (IFAD), Italy. The Secretariat of the Platform is located in Bonn, Germany and managed by the German Technical Cooperation (GTZ).

Platform activities are either led by a Platform member institution or the Platform Secretariat on behalf of its Board and Steering Committee. In addition to providing a Platform for networking, the Platform is involved in the implementation of studies, conferences/workshops and supports aid harmonisation processes in partner countries. The Secretariat is the central management unit of the Platform and ensures that decisions taken by its Board and membership are put into action. It serves as the Focal Point for relations with its members and external partners.

Duties of the Junior Professional Officer (JPO) of the Platform:

The Platform is looking for a JPO to support the Secretariat in its designated tasks and to ensure a smooth communication and efficient Network Management. Specific tasks include:

- Event Management (Annual Meeting, conferences, workshops etc.);
- Specific background research as required by the Secretariat;
- Support to the Communications Management: coordination of public relations material (updating, print, dissemination) and accompanying the publication of Platform publications;
- Support to the Platform Annual Report;
- Preparation of Platform powerpoint presentations for use of its members.

Requirements:

- Advanced university degree in communications, rural development or related field;
- At least 1-2 years of relevant experience;
- Fluency in English with excellent writing and spoken skills.

Location and duration:

Starting period: March 2009

Length of assignment: 2 years

Location(s) of assignment: Bonn, Germany

Application procedure:

Interested candidates are encouraged to send their CV to sonja.bartelt@donorplatform.org ASAP, and no later than January 31, 2009.