



## JOB DESCRIPTION

### Project Officer COLOMBIA

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**Contact:**

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## I. Job description

### PUR Projet

PUR Projet, founded in 2008 by Tristan Lecomte (HEC, Founder of Alter Eco, Ashoka fellow, Young Global Leader 2013) and managed by Pierric Jammes since 2010 (Ecole Polytechnique, Stanford, McKinsey), is a social enterprise whose mission is restoring ecosystems to improve livelihoods and strengthen supply chains. PUR Projet is specialized in the operation of large scale corporate insetting<sup>1</sup> programs, helping companies to understand, assess and reduce their impacts and dependencies on natural capital<sup>2</sup>, and to design, implement and monitor efficient insetting operations along their value chains, such as sustainable procurement strategies, sustainable sourcing initiatives and community ecosystems management projects integrated to supply chains. PUR Projet has significant background and track record in the development and operations of reforestation, agroforestry, and forest conservation insetting field projects, empowering farmer organizations in the design, the implementation, the monitoring and the long-term sustainability of the ecosystems management activities.

PUR Projet manages a portfolio of 40 field projects around the world with diversified farmer groups.

Additional relevant information can be consulted on the following documents:

- [PUR Projet](#) general presentation
- Presentation of the [Insetting Platform](#), created by PUR Projet and its main partners
- Insetting applied to the [coffee](#) sector
- [PUR Lab](#) presentation
- Projects [portfolio](#)

PUR Projet is structured around two operational entities:

- PUR Projet, based in Paris, London, Bangkok and Toronto, works with PUR Projet clients to define and manage their insetting programs. The different phases of an insetting program include: impact assessment and supply chains studies, program definition, program coordination in collaboration with client's teams, definition of monitoring frameworks, communication on the projects activities and outcomes, and development of marketing or co-financing strategies to involve final consumers or other partners. PUR Projet manages a portfolio of about 50 Insetting programs with a team of 15 programs operators.
- PUR Development, based in Singapore, London, Paris, Bogota, Bangkok, Kunming, Chang Mai and Awasa implements on the ground the projects and supply chain activities constitutive of the programs designed for PUR Projet' clients. The projects developers design and develop the projects' activities in coordination with local teams integrated to the farmers' organisations. PUR Development also runs the PUR Lab initiative, in charge of measuring and valuing all ecosystem, social and economic services provided by the projects. PUR Development manages a portfolio of 40 field projects across the 5 continents with a team of 15 projects coordinators, working with more than 100 field technicians.

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<sup>1</sup> *Insetting is for an organization the approach of fighting climate change within its value chain and to generate multiple positive impacts on soils, water, biodiversity, local communities and society (International Platform for Insetting, September 2016)*

<sup>2</sup> *The stock of renewable and non-renewable natural resources (e.g., plants, animals, air, water, soils, minerals) that combine to yield a flow of benefits to people (adapted from Atkinson and Pearce 1995; Jansson et al. 1994)*

PUR Projet's Latin America development team is based in Bogota, Colombia and coordinates PUR Projet's projects in Central and South America (Guatemala, Honduras, Costa Rica, Colombia, Peru, Brazil). Most projects in Latin America implement agroforestry systems at landscape level with organizations of cocoa and coffee farmers; they are at different stages of progress depending on their maturity (planting, monitoring and forest management) and involve a diversity of partners (tree nurseries, growers, cooperatives, auditors, universities, communication agencies, etc.). Since 2016, PUR Projet has planted close to 5 million trees in Latin America in collaboration with 40 local technicians integrated to the partner farmers organizations. In 2018, more than 1 million trees will be planted in Latin America.

PUR Projet is looking for a high-level professional for the position of **Project Officer Colombia**.

## Responsibilities

<p><b>Main Mission</b></p>	<p><b>Develop, coordinate and monitor EUROCLIMA+ project and improve the reforestation / agroforestry project</b></p>
<p><b>Specification of activities</b></p>	<p><b>1/ Coordinate EUROCLIMA+ project:</b></p> <ul style="list-style-type: none"> <li>- Coordinate the planning, execution, financial management, evaluation and monitoring of the EUROCLIMA project and its activities in Peru and Honduras</li> <li>- Ensure compliance with the requirements of the European Union during all phases of the project and have the necessary financial and operational reports in time with the appropriate quality</li> <li>- Carry out an adequate management of the economic resources of the project</li> <li>- Coordinate the redaction of the operational, financial and evaluation reports</li> <li>- Participate as a key player in the auditing and evaluation processes, ensuring the correct accountability of all project stakeholders</li> <li>- Organize and lead the Technical Committees of the project and follow-up the action plan designed during these committees</li> <li>- Maintain the relationship and information with the organization part of the Technical Committee</li> <li>- Represent the project being the interlocutor of EXPERTISE FRANCE in the general framework of the institutional relations of the EUROCLIMA + program</li> <li>- Train, advise, provide support to project's partners in the identification and development of the different project's actions</li> <li>- Ensure that co-applicants are sufficiently trained and ensure quality and follow the procedures established in the different phases of the project</li> </ul> <p><b>2/ Participate in the PUR Projet project development:</b></p> <ul style="list-style-type: none"> <li>- Assess feasibility of new projects and design project set-up, activities, proceedings</li> <li>- Build, Train, Manage local project teams, and communities of producers</li> <li>- Set-up, Plan, Coordinate, and Monitor the implementation of project activities:             <ul style="list-style-type: none"> <li>- Beneficiaries identification and registration</li> <li>- Farmers trainings</li> <li>- Planting and maintenance activities</li> <li>- Monitoring of social and environmental impacts</li> <li>- Development of other production chains (timber, fruits)</li> <li>- Support to beneficiaries' rights recognition on trees.</li> </ul> </li> <li>- Control quality of implementation, improve proceedings</li> <li>- Coordinate the implementation of Impacts monitoring activities</li> </ul>

	<p><b>3/ Update Reporting and Communication tools and formats:</b></p> <ul style="list-style-type: none"> <li>- Complete registry of plantation and GPS database</li> <li>- Complete project participants' database</li> <li>- Update project follow-up and management reporting formats</li> <li>- Writing of progress reports</li> </ul> <p><b>4/ Coordinate possible projects' carbon certifications:</b></p> <ul style="list-style-type: none"> <li>- Prepare project's and certification's documentation</li> <li>- Ensure required level of traceability and quality</li> <li>- Train local teams on carbon certification concepts and proceedings</li> <li>- Organize third-party audit missions for carbon standard validation and verification events.</li> </ul> <p><b>5/ Organize field visits:</b></p> <ul style="list-style-type: none"> <li>- Coordination with visitors, local teams and organizations of producers.</li> <li>- Design the visit according to the purpose of the visitors</li> </ul> <p><b>6/ Communication to financing partners:</b></p> <ul style="list-style-type: none"> <li>- Participate in project's update presentation to partners and clients</li> </ul> <p><b>7/ Improvement of proceedings and tools</b></p> <ul style="list-style-type: none"> <li>- Contribute to the improvement of PUR Projet's tools and proceedings</li> <li>- Contribute to the improvement of PUR Projet's training and educative material</li> </ul>
<b>Organization</b>	The Project Officer Colombia will work under the supervision of the Latin America Projects Manager
<b>Scope</b>	PUR Projet's projects in Latin America but mainly the Colombian, Honduran and Peruvian projects at the beginning

## Profile

- Graduated from an MSc in Natural Resource Management, Agronomy, Forestry, Agroforestry, Rural Development or equivalent experience.
- At least 2 or 3 years of experience of field projects implementation and/or management of projects
- Experience working in Colombia or in Latin America will be favored in the recruitment process
- Knowledge/professional experience related to the cocoa/coffee supply chain and/or cocoa/coffee agronomy will be a strong asset
- Strong project management skills: development and implementation of work plans, financial and technical management of contracts, supervision of consultants, liaison with relevant stakeholders, etc.
- Demonstrated technical capacity for program development as well as technical, administrative and financial management capacity
- Familiarity with social sciences and community work.
- Ability to work independently and deliver quality outputs within agreed tight deadlines.
- Excellent organizational skills and written and verbal communication capacity;
- Excellent knowledge of computers and geographic information systems.
- Adhere to PUR Projet values: Be passionate and Positive, Ready to meet the challenges, Inspiring, Credible, Responsible, Persevering and Delivering results.
- Professional fluency in English and Spanish - any other language (Portuguese, French...) would be an asset
- Location: Based in Bogota (Colombia), with a high level of mobility.

## II. Recruitment process

**Deadline: we are looking to fill this position as soon as possible: the candidate would ideally start working in December/January 2019.**

All candidates are asked to go through the following recruitment process.

### 1. Step 1: Selection of resume

Please send your resume to [maxime.couasse@purprojet.com](mailto:maxime.couasse@purprojet.com) and precise [PO Peru – FIRST NAME & NAME] in your email subject.

In your application email please answer concisely the following questions (a cover letter is not required at this stage):

- Why do you apply for this specific position? Explain concrete drivers of motivation.
- What are your strengths and experiences that would make you a strong candidate for this position?

We usually receive between 50 and 100 resumes for a newly published open position. We will select 10 to 15 profiles to participate in the recruitment process, who will be offered the opportunity to go to step 2.

### 2. Step 2: Presenting yourself

#### Guidelines:

You need to present yourself to PUR Projet team through a short video.

Prepare:

- A max. 2" min presentation of yourself, where you will mention what you would like to bring to PUR Projet's team
- This video should be in both English and Spanish but you are free to choose which parts you want to present in whichever language

#### Logistics:

- Once we confirm that you have been selected for Step 2, please confirm that you are willing to continue the recruitment process by sending an email to [maxime.couasse@purprojet.com](mailto:maxime.couasse@purprojet.com), mentioning the precise target date for the transmittal of the video (see 5. *Timing* to have a clear understanding of the contemplated planning for this recruitment)
- Put the video on YouTube or equivalent (video status should enable anyone with the link to watch it) and send the link to the video to [maxime.couasse@purprojet.com](mailto:maxime.couasse@purprojet.com).

#### Note:

After step 2, we generally select 3 to 5 candidates to go to step 3.

### 3. Step 3: meeting with a team leader and case studies

#### Guidelines:

You will be contacted to set up a 1 hour and a half meeting (ideally at the office, but via video call if it is simpler) with one of PUR Projet's team leader. The meeting will include:

- A conversation about your experience, your profile and your motivation to join PUR Projet
- Two short case studies on typical responsibilities a Project Manager would have and operations he/she would oversee

#### Note:

- After step 3, we generally select 2 profiles maximum to go to step 4

### 4. Step 4: end of the recruitment process

At this stage, a maximum of 2 candidates are still in the process and an additional meeting is organized with a team leader and one to two team members. Then, a conversation is set up with PUR Projet's founder or Managing Director.

The conditions of the job offer are discussed at steps 3 and 4. After step 4, a formal job offer detailing the proposed conditions is sent to the selected candidate.

### 5. Indicative timing

- **Step 1:** Resumes will be selected asap
- **Step 2:** Videos will be reviewed the weeks of October 28th or November 4th
- **Step 3:** A first round of interviews will be scheduled during the weeks of November 5th and 12th (it could even be earlier if the video is received before October 28th)
- **Step 4:** the recruitment process could be finalized in November, depending on the quality of profiles we receive

### III. Additional information on PUR Projet

#### Key facts

- 40 projects developed and operated in South America, Europe, Asia and Africa
- 8 million trees planted since 2008 and 210 million trees in conservation
- Between 10 and 15 million trees planned for 2015-2020
- 90 clients, among which Nestlé (Nespresso, Nescafé, Vittel, Perrier), Accor, Unilever, Louis Dreyfus, COOP, Chanel, Clarins, Caudalie, Kering
- A team of 50 persons

#### Projects portfolio

### AGROFORESTRY

PUR Projet has developed a comprehensive expertise in insetting via agroforestry.

Agroforestry is a land use management system in which trees or shrubs are grown around or among crops or pastureland. It combines agricultural and forestry technologies to create more diverse, productive, profitable, healthy, and sustainable land-use systems.



Agroforestry inter-parcel model.  
Photo: Yann Arthus-Bertrand



Agroforestry intra-parcel model.  
Photo: Christian Lamontagne



## IV. Pictures and documents

A short selection of pictures is proposed here to get a feeling of the essence of our activities and share the passion that drives us.



Organization of planting wave in Guatemala



Pierric Jammes, PUR Projet Managing Director, during a workshop with a coffee cooperative in Indonesia



Tristan Lecomte at PwC conference « creating value through the preservation of the ecosystems »



Tristan Lecomte and the Nespresso Sustainability Advisory Board

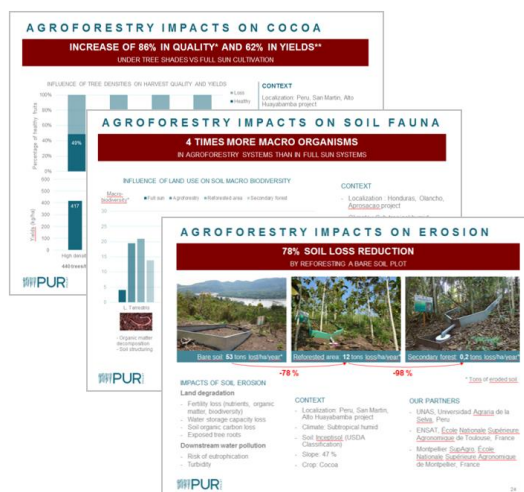


Emilia d'Avack, Projects Coordinator during a field visit on one of the projects of PUR Projet.

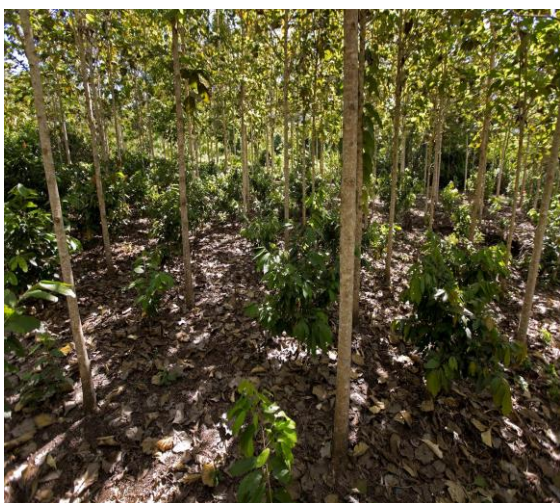




PUR Projct stand during COP21 side event



Extracts of [PUR Lab](#) studies results



Cocoa agroforestry parcel from the projects in Peru



Nursery logistics during planting wave in Ethiopia



Monitoring activities in Peru



Agroforestry parcel from project in UK