

JOB DESCRIPTION



PROJECTS COORDINATOR, CENTRAL AMERICA

Location: Bogota, Colombia
FEBRUARY 2019



CONTACT:
Camille Le Stradic, Regional Manager
Latin America

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, Chanel, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an ambitious, engaging and impact driven individual for a role of Project Coordinator to join its Latin American team.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:

Develop, coordinate, manage and monitor ecosystem restoration, agroforestry and regenerative agriculture initiatives with Central American agricultural communities on behalf of PUR Projet's new and existing clients; for the purposes of restoring ecosystem services and supporting sustainable livelihoods.

INDIVIDUAL RESPONSIBILITIES:

PROJECT MANAGEMENT

- Set-up, Plan, Coordinate, and Monitor the implementation of project activities:
 - o Beneficiaries identification and registration
 - o Farmers trainings
 - o Planting and maintenance activities
 - o Monitoring of social and environmental impacts
 - o Development of other production chains (timber, fruits)
 - o Support to beneficiaries' rights recognition on trees.
- Build, train and manage local partners
- Control quality of implementation, improve proceedings
- Coordinate the implementation of Impacts monitoring activities
- Develop and manage project budgets

- Update Reporting and Communication tools and formats:
 - o Complete registry of plantation and GPS database
 - o Complete project participants' database
 - o Update project follow-up and management reporting formats
 - o Write progress reports
- Coordinate possible carbon certifications:
 - o Prepare project's and certification's documentation

- Ensure required level of traceability and quality
- Train local teams on carbon certification concepts and proceedings
- Organize third-party audit missions for carbon standard validation and verification events.

PROJECT DEVELOPMENT

- Assess the feasibility of, and design new ecosystem restoration projects

PARTNERSHIP MANAGEMENT

- Support the Programs Team in coordination of all project Partners including clients, local partners and beneficiaries; &
- Coordinate project field visits with and for clients and partners.

TEAM RESPONSIBILITIES:

COMPANY CULTURE & COMMUNITY

- Support a healthy, fun and effective work environment as part of the PUR Projet Team;
- Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; &
- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.

SUPPORT INNOVATION

- Contribute to the improvement of PUR Projet's tools and proceedings
- Contribute to the improvement of PUR Projet's training and educative material

EXTERNAL COMMUNICATION & REPRESENTATION

- Represent PUR Projet publicly at conferences, in meetings with existing and potential clients, and with beneficiaries in the field; &
- Support the development of marketing and communication materials related to PUR Projet's work in general, and in with specific reference to projects, to support Clients' external communications.

SCOPE AND REPORTING:

- The successful candidate will be involved on part of PUR Projet's existing and new projects in Guatemala, Honduras, Mexico and Costa Rica, first supporting the current Project coordinator of these projects until he or she is in capacity to manage projects in autonomy.
- The selected candidate will report to Camille Le Stradic, Regional Manager of Latin America's region for PUR Projet based in Bogota, and will also be expected to closely

collaborate with a number of colleagues of the Latin America and Paris teams.

QUALIFICATIONS

- EDUCATION:**
- Graduated from an MSc in Natural Resource Management, Agronomy, Forestry, Agroforestry, Rural Development or equivalent experience.
 - Knowledge/professional experience related to the cocoa/coffee supply chain and/or cocoa/coffee agronomy will be a strong asset.
- EXPERIENCE:**
- At least 1 or 2 years of experience of field projects implementation and/or management of projects.
 - Experience working in Latin America will be favoured in the recruitment process.
- SKILLS:**
- 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.
 - Excellent knowledge of computers and geographic information systems.
 - 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.
- PERSONAL CHARACTERISTICS:**
- Adhere to PUR Projet values: Be passionate and Positive, Ready to meet the challenges, Inspiring, Credible, Responsible, accountable, Persevering and Delivering results.
- LANGUAGES:** Candidates must be fluent in Spanish and English. Candidates with proficiency in English will be favored.

WORKING CONDITIONS

The successful candidate will work out of the Bogota Office but will be expected to travel on a regular basis, between 25-50% of their time. Travel will occur majorly within Central America, but trips to the head office in Paris, or other project locations should also be expected.

Alternative working locations considered as relevant to manage projects in Central America (e.g. Mexico, Costa Rica) may be studied on a case-by-case basis.

Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office.

CONTRACT

We are looking for an individual to fulfill a full-time position.
Contractualisation can be made under different schemes.
Salary will be defined upon profile.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport, legal right to work in Colombia.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to recruitment_projects@purprojet.com and Camille.lestradic@purprojet.com with the subject 'PROJECTS COORDINATOR CENTRAL AMERICA – LAST NAME, FIRST NAME'

It is kindly requested that all submissions are made by **February 28st, 2019**, although telephone interviews may begin before this time for any short-listed candidates who have submitted their documents early.

The candidates shortlisted will receive an email to request a telephone interview. The following stages of the recruitment process will include at the minimum an in-person interview, case study and team meeting.

Please be prepared to have three references available upon request.

The successful candidate will start with PUR Projet as soon as possible.