

JOB DESCRIPTION



PROGRAM OFFICER, SOUTH EAST ASIA

Location: BANGKOK, THAILAND

MAY 2019

CONTACT:

Recruitment_programs@purprojet.com

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 inseting, 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 South East Asia. 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 looking for a highly motivated, creative and socially engaged candidate for the position of Programs Officer South East Asia (Thailand, Vietnam, Philippines, Papua New Guinea as of today, with potential new areas depending on business development).

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Making a contribution to the design, coordination and management of programs on behalf of PUR Projet's new and existing clients; for the purposes of restoring and protecting ecosystem services and supporting sustainable livelihoods of smallholder farmer communities.
INDIVIDUAL RESPONSIBILITIES:	BUSINESS DEVELOPMENT & PROGRAMS MANAGEMENT <ul style="list-style-type: none">- Support programs managers on key initiatives and business development opportunities (strengthen supply chains, social development, environmental or agronomic research), by conducting desk review and analyse data, and by participating in the production of proposals, contracts and budgets.- Support programs managers on the day-to-day follow-up of programs, which includes tracking and reporting with rigour on field activities and budgets- Prepare key deliverables in view of major meetings and steering committees with corporate partners, such as budget reporting, program updates and presentations, and additional proposals. Reporting is done by following standard reporting frameworks and/ or standards used by PUR Projet's corporate partners.- Pro-actively evaluate program activities and propose valuable additions to the programs to elicit a greater impact on farmer livelihoods or the ecosystem.
	LIAISON PROJECT TEAM <ul style="list-style-type: none">- Work closely with the project teams and provide them with input on measurable indicators that could be valuable for sustainability programs of PUR Projet's corporate partners

	<ul style="list-style-type: none"> - Stay updated about the implementation of projects and so undertake regular field visits to the projects the Program Officer is staffed on
	<p>PARTNERSHIP MANAGEMENT</p> <ul style="list-style-type: none"> - Coordinate with partners on the evolution, governance, administration and coordination of partnership activities.

TEAM RESPONSIBILITIES:	<p>EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> - Appropriately represent PUR Projet at events in South East Asia that are organized by clients and/ or other partners; & - Support the development of marketing and communication materials related to PUR Projet's work in general, and with specific reference to clients programs in your scope.
	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> - Take part in knowledge management workgroups to continually improve PUR Projet's internal tools and procedures, to ensure PUR Projet continues to offer cutting-edge services and opportunities to its clients and partners;
	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - 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.

REPORTING:	<p>The successful Candidate will report to the regional programs management and business development team members.</p> <p>The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris Office.</p>
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QUALITIFICATIONS

EDUCATION:	<p>Graduated from an international renowned university in Europe, the USA or Asia, having at least a Bachelor degree in International Development, Business Economics, Environmental Engineering and Agriculture will also be considered. A master degree in one of the aforementioned field is considered a plus.</p> <p>Degrees in political science, or other social sciences, will be considered if the candidate has relevant additional professional experience in the field of development or agronomy.</p>
EXPERIENCE:	<p>A minimum of 2 years' experience in the development and administration of sustainability programs with corporate clients.</p> <p>Any experience related to social and environmental policy, innovative business development and corporate social responsibility will be seen as an asset.</p>

HARD SKILLS:	Proficient in the use Microsoft Word, Excel and Powerpoint; social media applications; and comfort with cloud-based data storage applications such as Google Drive. Excellent writing skills, strong ability to analyze and synthesize findings.
SOFT SKILLS:	We are seeking an individual who takes strong responsibility and accountability for his/her work. An individual who is driven to protect and restore ecosystems and improve livelihoods, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal skills and a social entrepreneurial attitude will both be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.
LANGUAGES:	Candidates must be fluent in English. A professional fluency in Thai and Bahasa Indonesia is considered a strong asset for this position.

WORKING CONDITIONS

The successful candidate will work out of the Bangkok Office, but will be expected to travel on a regular basis, between 25-30% of their time. Travel will occur majorly within South East Asia, but trips to the head office in Paris, or other project locations should also be expected.

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

CONTRACT

We are looking for an individual to fulfill a full-time position and that should start between June and September 2019.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport and a legal residency in Thailand. Candidates must have the ability to travel to Canada and the EU at minimum.

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_programs@purprojet.com with the subject 'PROGRAMS OFFICER SOUTH EAST ASIA – LAST NAME, FIRST NAME'. All candidates will receive a confirmation email upon receipt. Candidates will be considered on a continuous basis till the position is filled.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.

Please be prepared to have three references available upon request.