

Recruitment Profile

Profile:	Program Manager EAA – Country Advocacy
Contract:	Full-time (40 hours per week), Immediate start, Limited for 3 years (until 31 st of March 2026)
Duty Station:	Vienna, Ban Ki-moon Centre for Global Citizens
Criteria	This position is open to any professional with a minimum of 5 years working experience in country-level advocacy. A valid work permit is not required, as the BKMC will assist the successful candidate with getting access to the Austrian labour market.
Salary:	We offer a minimum monthly salary of 2,700 EUR net (tax free, after all deductions for social security), dependent on level of experience
Reports to:	Chief Operating Officer
Deadline for applications:	28 May 2023, 23:59 CET
Envisaged starting date:	1 July 2023 (earlier starting date possible and desired)

Please send your applications to recruitment@bankimooncentre.org

We are looking for an experienced, ambitious, and dynamic professional who wants to engage in an international non-profit environment through the BKMC's program Elevating Agricultural Adaptation (EAA).

The ideal candidate is a proactive individual with a proven track record in advocacy and donor engagement in Germany, Nordics, UK and EC, expertise in program management, stakeholder engagement, and knowledge about climate change adaptation and climate smart agriculture.

Organization: The BKMC is a quasi-international organization in Austria, under the leadership of the co-chairs Ban Ki-moon and Heinz Fischer. It is working to empower women and youth in the framework of the Sustainable Development Goals (SDGs) and the Paris Climate Agreement. Our goal is to create a world in which all people can thrive as global citizens. The current BKMC team is a diverse and excellent group of dedicated professionals from all over the world who share a passion for sustainability, youth and women's empowerment and global citizenship.

Elevating Agricultural Adaptation Program (EAA): As part of our work with current global leaders, the Centre is implementing the EAA program for a climate-change-resilient world free of hunger, building upon the former Secretary-General's twin legacies of the Paris Agreement and the SDGs. The program highlights the importance of greater investment in climate-resilient agriculture and the adaptive capacity of smallholder farmers – who are on the frontlines of climate change. It seeks to elevate the issue of agricultural adaptation and to secure commitments to action from target donors and recipients through advocacy, awareness raising and capacity-building.

Major Duties and Responsibilities

Under the supervision of the Chief Operating Officer, and in close collaboration with members of the EAA team, other BKMC program and communications teams as well as program-related consultants and the donors, the Program Manager EAA – Country Advocacy will be responsible for the overall programmatic implementation of the EAA Program, focusing on donor country advocacy components, and for continuously improving the position of the BKMC as a leader and vocal advocate for climate adaptation with a focus on agricultural adaptation to climate change.

The Program Manager EAA – Country Advocacy will be required to undertake the following duties:

Advocacy

- Co-leading the EAA Program and co-implementing the EAA advocacy strategy to support the increase of financial and political commitments towards climate adaptation in agriculture, including maintaining active relationships with key partners in donor countries;
- Ensuring regular contact and solid relationship building with donor country stakeholders, including middle management and VIPs, organizing, and managing regular engagement
- Regular monitoring of political developments, budget processes, staff changes and division of duties, daily news stories in target donor countries; preparing regular briefings for the EAA team and suggesting and implementing strategic shifts;
- Understanding general developments around agricultural adaptation to climate change; (co-) creating comprehensive information materials; drafting program related speeches and talking points for BKMC leadership.

Communication

- Supporting the Program Manager EAA – International Advocacy's engagement with champions of agricultural adaptation from civil society, especially farmers and women in Africa;
- Supporting the Awareness Raising components of the EAA program and collaborating with BKMC Communication Lead.

Program and Event Management

- Help build coalitions for events, conducting event management and shaping events to ensure moments to land new commitments;
- Ensuring clear and structured communication channels with key stakeholders, partner organizations, BKMC leadership and staff;
- Co-managing the hiring of consultants and their work, ensuring timely and quality outputs
- Providing regular and comprehensive input to the COO for regular donor country engagement reporting internally and towards funder;
- Lead the monitoring, evaluating, and reporting of the EAA Program and using this to help continuously steer and improve the implementation;
- Providing data, documentation and calculations to support the budget management and controlling.

Required Skills and Competencies

- Minimum 5 years of experience in advocacy and/or resource mobilisation specifically donor engagement and coordination with a focus on Germany, Nordics, UK and EC
- Experience in communications and outreach, climate change mitigation and adaptation, sustainability, international development, resilient and sustainable agriculture
- Relevant master's degree, preferably in international relations, public affairs, environmental affairs, agriculture, climate change etc.
- Excellent communication skills, including international campaigning, storytelling, outreach and/or public relations
- Excellent English (written and oral) language skills; fluency in other languages, particularly German, will be considered an asset
- Experience in working with high-level stakeholders in global advocacy, policy development and long-term budget planning for official development assistance
- Experience with project management (including monitoring/evaluation and learning, grant reporting, value proposition, financial controlling, etc.)
- Experience in organizing events (in-person/virtual), mission travels and high-level meetings, high-level communications, and campaigning
- Experience working in multi-stakeholder, international, and high-level diplomatic environments
- Knowledge and understanding of multilateral mechanisms related to environmental matters, especially in the topic of climate change adaptation and agriculture
- Cooperative team-player with ability to work independently in a small international team with a limited amount of supervision
- Ability to work flexibly and adjust to unforeseen circumstances
- Availability for regular international travel
- Excellent technical skills of Microsoft Office Suite

What we offer

The position is full-time (40hrs per week) and will take place at the Centre's Secretariat located in Vienna, Austria. We offer a minimum monthly salary of EUR 2.700 net (after all taxes and deductions for social security), paid 13 times a year. The incumbent will be registered with the Austrian social insurance as an employee of the BKMC. The contract further includes five weeks paid leave as well as an average of 13 Austrian public holidays per annum.

The BKMC will help the successful candidate to obtain a required visa for Austria, but all BKMC staff are personally responsible for complying with local laws including residency registration (valid residence permit).

This position requires working at a desk with a laptop and regular engagements via the phone or online meeting rooms. The BKMC office is on the second floor, a lift is available. Occasional international travel will be required.

Application

- The candidate's application in English should include a curriculum vitae, with at least two personal references.
- In addition, each applicant shall submit a max 2-minute video recording of themselves, mentioning their name and outlining the applicant's motivation and interest in the position, relevant experience (academic and non-academic), and how they think they would be an asset to the Centre's team.
- Interviews will take place in June 2023 (Vienna, virtual is an option)

Privacy notice for job applicants

By sending us your application, you consent to the processing of your personal data indicated in your application documents and related correspondence. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR). Your personal data and application documents are only shared with the Ban Ki-Moon Centre's staff directly involved in the application process. In exceptional cases, recruitment processes include panel interviews which involve external members. If you are invited to such a panel interview, your application documents will also be shared with external panellists to allow them to prepare for the interview. The Ban Ki-moon Centre will store your personal data and documents until six months after the application process has been completed, unless you consent to the Ban Ki-moon Centre keeping your application in evidence for future job openings.