

Job Opportunity

Sustainability Analyst - agriculture | Latin America Regional Office - Brasília

Proforest is seeking a post-graduate, motivated, flexible, organised and qualified professional with some practical experience but with a high potential to quickly develop the technical skills required for leading on Projects and Programmes and for delivering the high-quality work Proforest is known for on sustainable production and sourcing of natural resources such as agricultural commodities.

About Proforest

Proforest is a dynamic not-for-profit group with global presence that has established itself as a leader in the development and implementation of sustainable production and responsible sourcing. We have over 20 years' experience working on sustainability in the forests, oil palm, soy, sugarcane, rubber and beef sectors. We work at all levels throughout commodity supply chains – from international policy and legislation to practical operations on the ground – supporting the development and implementation of workable environmental and social standards and safeguards that help to produce and source natural resources sustainably. Our office in Brazil is comprised of about 10 people. Worldwide, we are about 150 people spread across offices in Colombia, Mexico, Ghana, Malaysia, Indonesia, Netherlands, and the UK, as well as a few home-offices in other countries.

Position summary

The position is an opportunity to join Proforest's team in Brazil. The Sustainability Analyst position is equivalent to a **Graduate Trainee**, a learning role which supports other team members on various technical tasks and occasional administrative ones. The Graduate Trainee will primarily support the Latin America team with a focus in Brazil, but from time to time may also support other teams (Supporting Companies, Supporting Collaboration, Capacity Development, etc). He / She will have a more senior staff member assigned as a mentor who is responsible for developing a programme of learning which usually involves assignments to tasks for different projects/programmes. Field work and formal training courses are generally not part of this learning role, although this might be possible as an exception when considered appropriate. It is expected that the Graduate Trainee will develop relevant technical skills within one year to be able to take on a leading role in the delivery of Proforest's Projects and Programmes as a Project Manager.

This is a fixed term position for 12 months under CLT hiring regime, based in Brasilia-DF, with salary compatible with the level of experience and responsibility. Proforest does not provide any guarantee of further employment but may offer a role as Project Manager to individuals who perform well during the fixed term year. Candidates must be Brazilian or have resident status in Brazil.

Proforest is committed to achieving workforce diversity. Black, LGBTQ, indigenous, quilombola and/or disabled candidates are equally welcomed and encouraged to apply.

Responsibilities

- Support Proforest team members on a range of tasks related to the management and delivery of projects and/or programmes focused on sustainable production and sourcing of natural resources such as agricultural commodities, including but not limited to:
 - Preparing meeting materials (briefings, presentations).
 - Supporting benchmarking, research and report development.
 - Support for proposal development (fundraising or services): review of requirements, proofreading, etc.
 - Project inception and budgeting.
 - Donor/client communication: provide support for reporting to or responding to enquiries from clients, donors, partners.
- Over time, develop and maintain a clear understanding of the current policy and strategic factors relating to the sustainable management and sourcing of agricultural commodities.
- Occasional administrative support which may include but not be limited to:
 - Support in training course and event organisation: booking venues, sending invites, coordinating registrations, logistics, payment tracking.
 - Communication/Marketing: with our EU-based design and communications team provide Portuguese-language support for the development of external communication materials.
 - Contacts database: contribution to/management of contacts databases, mailouts, etc.
- Maintain a clear understanding of relevant developments around Proforest's work.
- Contribute to the broader functioning of the Proforest team, including support for planning and delivery of other services.

Qualifications, Experience, Skills

- A master's (or equivalent) qualification in a relevant discipline (Agronomy, Forestry, Social Sciences, Business Management, etc.) is essential.
- Excellent verbal and written communication skills in Portuguese and English are essential, including presentation skills.
- A proven interest in environmental and social sustainability issues affecting natural resources and agricultural commodities sectors.
- Awareness of the motivations and drivers relating to responsible sourcing/production in international agricultural and forest product supply chains.
- Potential to develop strong management skills (including excellent time-management, problem-solving, organisational abilities, planning, monitoring and reporting)
- Highly developed organisational and interpersonal skills as well as the ability to operate in a multi-cultural environment.
- Ability to work in Spanish is not essential but will be considered an advantage.
- Practical experience of working with cattle, soy, oil palm, sugarcane or other agricultural commodities will be considered an advantage.

How to apply

Send your CV and a cover letter both in English and Portuguese to recruitment@proforest.net, with “**PIBR Graduate Trainee 2022**” in the subject line. Also include your expected monthly salary (gross, in BRL, under CLT hiring regime), confirm your right to work in Brazil and availability to work from Brasilia-DF.

Application Deadline: 14/01/2022

Only shortlisted candidates will be contacted by 21/01/2022

Proforest is an equal opportunity employer.