

## Job opportunity summary

### Project Analyst | Proforest Latin America Regional Office

Proforest is seeking a motivated, flexible and qualified professional with limited 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 the sustainable production and sourcing of natural resources such as agricultural commodities. This is a fixed term position for one year, based in Brasilia, focusing mainly on supporting work delivered by Brazil based staff.

### About Proforest

Proforest is a dynamic non-profit organisation with global presence that has established itself as a leader in the development and implementation of sustainable production and sourcing of natural resources including a range of agricultural commodities. We help companies, government departments, non-governmental and civil society organizations to achieve the sustainable use of the world's natural resources.

Proforest has developed an unrivalled track record for working at all levels – from international policy and legislation to practical operations on the ground – to support the development and implementation of workable environmental and social standards and safeguards. Our headquarters is in Oxford, UK, and we have regional offices in Malaysia, Ghana and Brazil (Brasília). Our team is formed of people from different countries and backgrounds. The successful candidate should be able to work with people from a wide range of cultures and backgrounds.

### Position Summary

The position is an opportunity to join Proforest's small, growing team in Latin America. The Project Analyst is a learning role which supports other team members on various technical tasks and occasional administrative ones. This Project Analyst will primarily support the Latin America team with a focus in Brazil, but may also support other teams (Sourcing, International Capacity Development, etc) from time to time. He/She will have a more senior staff member assigned as a mentor. The mentor 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. The team and mentor will generally (but not always) be changed every 3-6 months to give wider experience. It is expected that the Project Analyst 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, 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.

## Roles and Responsibilities

- Support Proforest team members on a range of tasks related to the management and delivery of projects and/or programmes, including but not limited to:
  - Preparing meeting materials (briefings, presentations)
  - Supporting benchmarking, research and report development.
  - Support to proposal development (fundraising or services): review of requirements, proof reading etc.
  - Donor/client communication: provide support for reporting to or responding to enquiries from clients, donors, partners.
- Occasional administrative support which may include but not be limited to:
  - Support in training course and event organization: booking venues, sending invites, coordinating registrations, logistics, payment tracking.
  - Communication/Marketing: working with our UK-based design and communication team provide Portuguese-language support for the development of external communication material.
  - 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 team.

## Qualifications, skills and abilities

- Masters (or equivalent) qualification in a relevant discipline (Agronomy, Forestry, Business Management, etc)
- A proven interest in environmental and social sustainability issues affecting forest products and agricultural commodities sectors
- Awareness of the motivations and drivers relating to responsible sourcing/production in international agricultural and forest product supply chains
- Highly developed organisational and interpersonal skills as well as the ability to operate in a multi-cultural environment
- Excellent verbal & written communication skills, including presentation skills.
- Fluency in Portuguese and ability to work in English are essential. Ability to work in Spanish is not essential, but will be considered as an advantage.

## How to apply

Send your CV and a cover letter in English with your expected monthly salary (gross, in BRL, under CLT hiring regime) and confirming your right to work in Brazil to [americalatina@proforest.net](mailto:americalatina@proforest.net). Please include "PB APM" in the email subject line.

**Application Deadline: April 17<sup>th</sup> 2016**

**Shortlisted candidates will be contacted by April 25<sup>th</sup> 2016.**

Proforest is an equal opportunity employer.