

TERMS OF REFERENCE

Community Engagement Coordinator and Grants Officer

BACKGROUND

The Global Initiative Against Transnational Organized Crime is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, and Malta, and a globally dispersed Secretariat. The GI-TOC comprises a network of 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. The Global Initiative provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. The GI-TOC commissions and shares research globally; curates a robust resource library of 2,000 reports and tools specific to organized crime; and uses its tremendous convening power to unite both the private and public sectors against organized crime.

The Project ECO-SOLVE, aims to address environmental crime in selected regions across South East Asia, Latin America, West-, Central- and Southern Africa. It is structured around four key outputs, each addressing critical aspects of tackling environmental crime.

- Output 1** *Using data and networks to drive disruption of illicit flows of environmental commodities.*
- Output 2** *Exposing political protection and patronage systems that hinder the rule of law.*
- Output 3** *Integrating community perspectives into law enforcement strategies and enhancing support mechanisms.*
- Output 4** *Driving direct disruption through innovation grants and lessons sharing.*

The Project focuses on addressing four fundamental challenges:

- Insufficient data and cooperation in law enforcement efforts.
- The rise of illegal online retail markets as safe havens for criminal actors.
- Corruption and political protection that fosters impunity for environmental criminals.
- Exclusion of communities from law enforcement strategies.

Through these outputs, ECO-SOLVE aims to disrupt environmental crime, improve law enforcement responses, expose political protection, engage communities, and foster innovative solutions to combat environmental crime effectively.

ECO-SOLVE seeks to make a transformative impact in the fight against environmental crime by addressing these key challenges and fostering cooperation at local, regional, and international levels.

JOB SUMMARY

The Global Initiative is looking for a Community Engagement Coordinator and Grants Officer.

Main responsibilities and specific tasks

- Coordinate with the Resilience Fund and the ECO-SOLVE team to identify and support community activists connected to transnational illicit environmental flow.
- Collaborate with the Resilience Fund Community Manager to integrate project grantees into the VIVA application and the Resilience Fund Community Platform.
- Identify case studies from community engagement activities and grant activities. Work in coordination with the Communication team to create a range of media outputs, such as videos, podcasts, and written briefs, all aimed at showcasing the selected case studies.
- Extract lessons from specific activities and compile them into reports to be published as guidance or toolkits.
- Identify stakeholders, grantees, and opportunities to support concrete disruption activities.
- Manage innovation grants within the framework of the ECO-SOLVE project, utilizing the tools and procedures of the Resilience Fund.
- Serve as a liaison between the Resilience Fund and the grantee. This includes activities such as verifying potential grantees, conducting security risk assessments, supporting potential grantees in project development according to GI-TOC and Resilience Fund mandates, serving as the primary point of contact for grantees, monitoring and evaluating grantee projects, payments, security status, and achievements, as well as assisting in organizing regional and local dialogue activities.
- Contribute to Resilience Fund and ECO-SOLVE research, donor project reports, and communication outputs on the region as required.

- Provide support to other GI-TOC teams, which may involve facilitating communication between grantees and GI-TOC staff.
- Assist the management team with report writing.
- In partnership with the Programme Manager, ensure that all grants awarded are compliant (and remain compliant) with donor contracts and agreements.

Requisite skills and experience

The successful candidate will be able to demonstrate the following experience and skills:

- B.A. in Business Administration / Project Management preferred.
- 5+ years of professional experience in administration or project management. Experience in managing EU grants is an advantage.
- Experience in working environment issues.
- Fluent in English. Spanish, French is an advantage.
- Knowledge of the latest Microsoft software especially MS Word and MS Excel.
- Good communications skills and a team player.
- Accuracy and attention to detail.
- Strong organizational skills with a problem-solving attitude.
- Proactive and ability to think ahead.
- Motivated and enthusiastic to work in a fast-paced environment.

GI-TOC operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your cv together with a cover letter and contact information of three professional references to the following e-mail: jobs@globalinitiative.net by 15 November 2023. Please put “Community Engagement Coordinator and Grant Officer ECO-SOLVE” in the subject line.

Starting date: As soon as possible

Contract duration: One year with the possibility of extension depending on performance and funding.

Only short-listed candidates will be contacted.