



30 November 2021

Position: Associate
Location: Zürich (only candidates with a Swiss work permit will be considered)
Terms: 80-100%

Clarmondial is an independent Swiss investment advisory company, focused on mobilizing capital for sustainable natural resource management. Clarmondial designed and supported the launch of the Food Securities Fund, a blended finance fund for agricultural value chains in March 2021. Clarmondial is working with partners on the design of a new fund for longer-term investments in value chains and landscapes in emerging and developing markets. To support these and other mandates, Clarmondial is seeking an Associate to join our team in early Q2 2022 and lead non-financial (impact) reporting, knowledge sharing and management of technical assistance projects.

Key tasks

- Manage impact assessment data and reporting, notably on ESG aspects.
- Produce reports (on ESG indicators, budget, milestones, etc.) to public and private funders.
- Support (ideally lead) knowledge sharing materials such as academic papers, impact reports and blogs.
- Develop technical assistance plans (incl. terms of reference) in collaboration with internal and external stakeholders, oversee the procurement of relevant service providers and supervise execution.
- Support the production of materials (e.g., presentations, reports) to qualified investors.

Criteria

- Interest in sustainable agriculture, forestry, and related development topics (e.g., climate, biodiversity, rural development, and gender).
- At least 5 years of relevant experience, ideally in the financial sector.
- Candidates with previous work experience with ESG / sustainability topics and donor liaison / reporting will be prioritized.
- Fluent in English. Candidates who are also fluent in French will be prioritized.
- Project management skills - time management, effective communication, organization, and planning capabilities.
- Strong writing skills. Accurate and detail oriented, able to explain complex topics in a simple and comprehensive manner, while focused on quality and timely delivery.
- Proficient in data management (primarily in Microsoft Excel) and able to critically assess and communicate impact data.
- Proactive personality focused on achieving results in a small dynamic global team with a flat structure.

Short motivation letters (max. 1 page) and CV should be sent to hr@clarmondial.com. Please use "Associate – [Your Surname]" as the subject line of your application e-mail.

Deadline for applications: 27 December 2021

Clarmondial is an Equal Opportunity Employer.