



The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic team that guides a growing network of colleagues from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC) in Geneva.

Due to a vacancy at the Climate Centre, we are immediately looking for a:

## **Contracts Officer (fulltime, hybrid)**

### **Position within the company**

The Contracts Officer is part of the core team of the Climate Centre and supports the Contracts & Compliance Manager, coordinating and managing the administration of funding agreements with other Red Cross Red Crescent organizations, international institutions and/or foundations. This position is an important pivot in our often hectic virtual office (with a small team in the Netherlands as well as colleagues abroad). You would be working in a hybrid setting from home and from the Climate Centre office in The Hague (NL) so a work and residency permit for the Netherlands is required.

Envisioned start date: 1 April 2025

### **Job description**

Collaborate with Programme managers, Project leads, the Finance and HR teams on proposal development, grant approvals, contracting and monitoring in compliance with internal processes and procedures and grant guidelines agreed upon with the funding entity.

### **Responsibilities include**

- Direct communication to donors regarding the grant approval, needed amendments and reporting processes.
- Review grants, contracts, MOUs and other donor agreements.
- Timely and accurate project administration in the financial system (Exact online) and other management tools (Excel-based).
- Project monitoring: Communication with the project team about deadlines due and specific constraints in the project cycles.
- In the pre-award phases, ensure due diligence, compliance, legal and procurement checks are carried out according to the donor's requirements and own accountability standards.



- Develop, maintain, and improve systems and procedures for systematic grant and contract management.
- Draft grant applications, agreements and financing proposals and support budget and other contractual negotiations.

We are seeking an experienced professional with a deep understanding of contracts and proposal review processes, including compliance with internal policies and funding entity guidelines. This role focuses on ensuring the integrity of agreements by meticulously analyzing contract terms, grant proposals, and associated documentation. You will play a vital role in maintaining and improving systems and processes to support effective and compliant contracting. If you excel in operational multi-stakeholder communication and have a passion for enhancing systems to meet contractual and regulatory standards, we look forward to your application.

#### **Job requirements**

- Bachelor degree in Legal Studies, Business, Project Management, or other related field. Masters preferred.
- Legal contracting experience.
- 3-5 years' experience with developing and reviewing contracts and proposals.
- Experience in business and administrative processes and information flows in organizations.
- Demonstrated project and time management skills, including planning and prioritizing of job duties.
- Substantive knowledge of the Climate Centre's working field is an advantage, and affinity with the mission and ways of working of the Climate Centre is important to be able to properly fulfill this role.
- Strong written and verbal communication skills in English is a must.

#### **Technical Skills**

- Good working knowledge of MS Office (Outlook, Word, PowerPoint, Teams), most importantly with Excel.
- Knowledge of Exact online a strong asset.

#### **Soft Skills**

- Able to work with a diverse group of individuals across the globe (and time zones) and in a virtual environment in a professional manner.
- Able to build and maintain positive, effective relationships with colleagues from various cultures and a diverse range of donors.
- Strong organizational skills, able to manage multiple priorities simultaneously.
- Able to deliver excellent service to both internal and external stakeholders.
- High degree of independence with a proactive attitude and accuracy.
- Hands-on, team player, flexible, pro-active, decisive and entrepreneurial.



**Climate  
Centre**

**We offer**

A flexible and people-oriented working environment with room for initiative and development. A contract for 1 year with the possibility of extension. The full time (40 hours per week) salary for this position is between €3.185,79 and €3.944,86 gross per month (scale 9 of the Climate Centre salary scales) depending on education and work experience. Selected elements of the Netherlands Red Cross Collective Bargaining Agreement apply.

**How to apply**

We would like to receive your application (a CV and motivation letter in English) addressed to Olette Manhoudt, HR Officer at the Climate Centre at [application@climatecentre.org](mailto:application@climatecentre.org). We will review the applications on a rolling basis. Once a successful candidate is identified, this vacancy will be removed. A reference check may be part of the selection process.

**Further information:**

For further information about the position, please contact Ashley Hoek, Contracts and Compliance Manager at the Climate Centre at [hoek@climatecentre.org](mailto:hoek@climatecentre.org).

For more information about the work of the Red Cross Climate Centre, visit [www.climatecentre.org](http://www.climatecentre.org)

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

*Acquisition as result of this vacancy is not appreciated*