



October 2025

JOB DESCRIPTION:

Consultant – Programme Administrator, Bioeconomy Challenge Secretariat

1. About NatureFinance

NatureFinance is a Swiss-based, international non-profit organisation dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature-related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities.

Background

NatureFinance has been appointed by the Government of Brazil, through the National Secretariat for the Bioeconomy (Ministry of Environment and Climate Change), to serve as the Secretariat for the Global Bioeconomy Challenge (GBC) — a global initiative launched at COP30 to maintain and expand momentum on implementing the G20 High-Level Bioeconomy Principles. As the GBC Secretariat, NatureFinance will coordinate across governments, multilateral organizations, private sector and civil society actors to design, launch and sustain this global platform, ensuring alignment with Brazil’s leadership and with international partners.

Role overview

The Consultant – Programme Administrator will be an integral part in establishing and deepening working relationships with external stakeholders and internal teams of the Bioeconomy Challenge, engaging regularly with high-level representatives from governments, multilateral institutions, private sector organizations, and civil society actors across multiple time zones. The successful candidate will be a dynamic person, comfortable taking initiative and leading event management, travel logistics, and scheduling complex meetings. They will report to the Global Brazil Lead at Nature Finance, providing sophisticated coordination and administrative support to the Secretariat for the Global Bioeconomy Challenge (GBC) and Working Groups.

Key Responsibilities

- **Stakeholder Engagement:** Proactively engage with global stakeholders of the Bioeconomy Challenge Advisory Committee and Working Groups, including senior representatives from governments, international organizations, financial institutions, and civil society.
- **Logistical Mastery:** Schedule and coordinate bilateral or multi-stakeholder meetings across complex global time zones, ensuring seamless communication among partners worldwide.
- **Executive Travel & Event Management:** Proactively research, book, and manage comprehensive travel logistics (flights, accommodation, transportation) for executive staff and high-level participants within approved budgets.
- **Event Planning & Execution (COP Focus):** Lead and execute end-to-end event planning, including developing an event planning tracklist for major project milestones (e.g., COP30 Side Events). Manage all associated logistics (vendors, transportation, online registration, post-meeting emails, speaker liaison).
- **Communication & Reporting:** Prepare official invitation letters for government entities and other high-level organizations. Liaise directly with external speakers to ensure content alignment and logistical preparation.
- **Knowledge & Relationship Management:** Curate and maintain an accurate database of key Bioeconomy Challenge stakeholders (CRM). Build solid working relationships with key partners and their relevant teams.
- **Task & Document Control:** Manage communications to ensure timely project delivery. Organize and compile meeting minutes, circulate agreed-upon tasks, and track completion among Working Group members.
- **Digital Workflow:** Manage program documents via MS SharePoint and Teams, utilizing tools like Monday or Asana to support internal knowledge management and project tracking.

Qualifications and Experience

Experience:

- Bachelor's degree in Business Administration, Organizational Communications, Secretarial Studies, Finance, or related fields. An advanced degree or relevant certifications (e.g., PMP or Certified Executive Assistant) are a strong plus.
- Experience in executive level administrative support and operations.
- Experience in a highly dynamic environment where taking initiative/leading and working as part of a team are elegantly balanced.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders and funded partners.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to complete a high volume of tasks and projects with little to no guidance
- Able to maintain a high level of integrity and discretion in handling confidential information
- Strong attention to detail and strength in event management.
- Ability to work in a networked, fast-paced and agile work environment.
- Exceptional organizational and time management skills, with the ability to prioritize effectively between competing (and at times conflicting) tasks and deadlines
- Excellent written and verbal communication skills. Proficiency in English and Portuguese is required.



- **Teamwork:** Demonstrated ability to work independently and collaboratively as part of a team

Personal Attributes:

- **Cultural Sensitivity:** Understanding and respect for diverse cultural perspectives, especially in the context of working with indigenous communities and Brazilian stakeholders.
- **Adaptability:** Flexibility to adapt to changing priorities and work environments.
- **Integrity:** High ethical standards and commitment to confidentiality and professionalism.
- **Initiative:** Self-motivated with a proactive approach to work and the ability to drive initiatives independently.

Terms of Consultancy

- **Location:** Remote, based in Brazil, with potential travel to Brasília, Belém (COP30), or other locations as required.
- **Duration:** Three (3) months, full-time equivalent, with possible renewal subject to project needs, performance, and funding availability.
- **Contract Type:** Independent Consultant (not employment-based).
- **Travel:** The consultant may be required to travel for project-related missions. NatureFinance will reimburse approved travel and associated expenses in full.

NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience related to this position's requirements. Applications should be sent to globalbrazil@naturefinance.net by 15 October 2025.