

# Colombia Jobs Expertini®

## Country Fund Analyst, Colombia

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Company: Palladium

Location: Bogotá

Category: business-and-financial-operations

## Country Fund Analyst, Colombia

### About Palladium:

Palladium is a global company working to design, develop and deliver positive impact on the lives and livelihoods of people around the globe; broaden access to health, water, power, and infrastructure; build enduring, sustainable, and transformative institutions and market systems to address global challenges; and conserve the natural world. We operate in over 90 countries and have a workforce of 4, talented, motivated, and diverse staff of all religions, races, languages, and gender identities.

### This Opportunity:

Palladium is recruiting a Country Fund Analyst who will be responsible for supporting the UK PACT Colombia Fund Manager and UK PACT Colombia Fund Associates in the management, monitoring, and coordination of UK PACT activities in Colombia. They will be a part of the Palladium team contracted to support FCDO to deliver on the UK PACT programme in Colombia.

The Country Fund Analyst will play a crucial role in supporting the implementation and coordination of the UK PACT programme in Colombia, ensuring effective project management and monitoring. The Country Fund Analyst will work closely with the UK PACT Colombia Fund Manager and help coordinate with the British Embassy in Colombia to provide administrative, financial and technical support where needed throughout the project cycle.

### Location:

The position is based in Bogotá, Colombia.

## **You and Your Career:**

If you are a problem-solver, collaborator, and doer, and you have expertise in operational management, procurement and grants management and have experience supporting complex programmes in the development space, we are interested in hearing from you. We are a learning organisation and provide growth opportunities from the start. We pride ourselves on giving you the freedom, resources, and guidance to chart a fulfilling career!

## **Reporting Lines:**

The position will report and be accountable to the UK PACT Colombia Fund Manager.

## **Primary Roles and Responsibilities:**

The Country Fund Analyst will be a key in-country member of the Palladium UK PACT teams supporting management of day-to-day activities from project implementation and reporting to stakeholder engagement and context analysis to ensure overall programme success.

Specifically, the Country Fund Analyst will:

Project Monitoring and Reporting

Elaborate terms of reference and Grant Agreements for project delivery, ensuring compliance with FCDO and Palladium's requirements.

Analyse and overview financial execution and budgets. Conduct spot checks and other processes to ensure FCDO grant funding is spent as intended and that Implementing Partners meet FCDO compliance requirements.

Assist in overseeing the timely implementation of projects and skill shares and secondments for climate change mitigation, ensuring they progress according to the agreed workplan and budget

Support Implementing Partners in project reporting (technical, financial, results, and risk), ensuring that reporting meets FCDO requirements

Assist in identifying country and project-specific risk management strategies

Support the implementation of Monitoring, Evaluation, and Learning (MEL) activities within Colombia portfolio and contribute in the refinement of MEL approaches

Maintain and update databases with the latest projects results and information pertaining to Implementing Partners.

## Stakeholder Engagement and Communication

Coordinate with relevant stakeholders and provide support where needed to ensure timely and effective delivery of the projects, including skill shares and secondments

Facilitate regular and ad hoc meetings with Implementing Partners

Support coordination and delivery of events.

## Documentation and Administrative Support

Provide administrative support in the development of sectoral strategies, workplan, and budget planning

Support in developing project documents, including concept notes, meeting minutes, and reports, ensuring they adhere to UK PACT communications guidelines and standards

Ensure all project documentation is saved in each designated folder

Assist in adhering to local due diligence required from Implementing Partners and support initial briefings to potential Implementing Partners

Support the hosting of sector portfolio governance meetings

## Other Responsibilities

Help ensure that Gender Equality, Disability, and Social Inclusion (GESI) elements are included in the design and implementation of new and ongoing projects, contributing to more inclusive and equitable outcomes

## **Key Competencies and Professional Experience Preferred:**

Detail oriented, organized and structured

Analytical, logical, problem-solver with intellectual curiosity

Proactive and capable of working autonomously

Experience in accounting, budgeting, financial analysis or cost control, and ability to analyse financial data.

Advanced skills in Excel and Microsoft Suite

Understanding and experience in project management, including experience of technical and financial grant management

Excellent organizational, inter-personal administration and communication skills

Professional fluency in English and Spanish (written and verbal)

A high degree of personal resilience, flexibility, and ability to adapt to changing circumstances

Highly collaborative and committed to close working and open communication with FCDO in post and in the UK, and other UK PACT partners, as well as ability to communicate effectively with a wide range of stakeholders at different seniority levels

Good and up-to-date knowledge and understanding of the local political, economic, and operating context in Colombia, with a focus on energy, green finance and/or sustainable agriculture and bioeconomy is preferred

Preferably has technical knowledge and understanding of one or more of the priority areas identified within the country strategy. For Colombia these include:

Just Rural Transition

Just Energy Transition

Green and Nature Finance

**Equity, Diversity & Inclusion**- Palladium is committed to embedding equity, diversity, and inclusion into everything we do. We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-economic background, age, race, gender identity and expression, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.

Should you require any adjustments or accommodations to be made due to a disability or you are a neurodivergent individual or for any other circumstance, please email our team at [redacted] and we will be in touch to discuss.

**Safeguarding** We define Safeguarding as “the preventative action taken by Palladium to protect our people, clients and the communities we work with from harm”. We are

committed to ensuring that all children and adults who come into contact with Palladium are treated with respect and are free from abuse. All successful candidates will be subject to an enhanced selection process including safeguarding-focused interviews and a rigorous due diligence process.

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