

Terms of Reference Administration & Reporting Associate

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure. We identify and develop robust project pipelines and deploy technical assistance to support infrastructure projects to become more investible and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns for impact investors, applying credible methodologies for the measurement and evaluation of impacts. In addition, Catalytic incubates and structures blended-finance funds aiming at scaling up and speeding up the implementation of urban infrastructure projects with positive climate impacts.

Catalytic is seeking an **Administration & Reporting Associate (80%)** (the Associate) for its various programmes, including Canopy Trust, the Subnational Climate Fund Technical Assistance (SCF TA), the Global Fund for Coral Reefs (GFCR), and future new programmes.

Reporting to the Monitoring & Reporting Manager (the M&R Manager), and working closely with other team members and Catalytic's partners, the Associate has the following roles and responsibilities:

Role & Responsibilities:

- Assist the M&R Manager in:
 - Producing formal reports to donors according to donor requirements of each programme on a quarterly and annual basis, or at a frequency otherwise defined
 - Coordinating the reporting of consortium partners of programmes when required, such as the SCF
 - Producing ad-hoc, irregular, informal reports as requested internally or by donors
 - Evaluating programmes according to effectiveness, efficiency, relevance, and any other criteria as set by management
 - Providing data and information on programmes as requested for internal and external communication purposes
- Assist colleagues relevant to selected programmes in the administrative matters of the programmes:
 - Organizing meetings, taking meeting minutes, and following up on actions thereafter
 - Coordinating modifications and amendments to contracts and project documents with donors
 - Coordinating modifications and updates of budgets
 - Drafting narrative reports for donor reporting
 - Entering and updating data on projects into the database
 - Proposing updates and amendments to the Website on a bi-annual basis
 - Drafting and updating presentations
 - Preparing relevant communications materials

Profile:

- Minimum 2 years of experience in a similar function, ideally for entities with an international mandate
- A good understanding of Logframes, outcome, output, activity-level performance indicators
- Familiar with the concept of international development and philanthropic activities
- Comfortable with numbers and enjoys tasks that involve working with data and reconciliations
- A strong commitment towards a more sustainable world
- Team player, flexible and experienced in working in a multicultural environment
- Taking initiatives and thinking out of the box to find solutions to challenges are needed on a daily basis.
- Strong skills with Microsoft Word, Excel, PowerPoint, and AI tools
- Proficient English and French level in writing and speaking
- Excellent writing, drafting and editing skills
- Eligible to work in Switzerland

Location:

The working station will be Geneva, Switzerland.

Application Process:

Interested candidates are invited to fill the [pre -screening form](#) and submit the CV and a Cover Letter to secretariat@catalyticfinance.org by 14 November 2025.