

## **TERMS OF REFERENCE**

### **STAFF**

#### **MARKET ANALYST & DATABASE**

Council of Palm Oil Producing Countries (CPOPC) is an intergovernmental organization for palm oil producing countries. CPOPC was established on 21 November 2015, built on the need of mutual cooperation among palm oil producing nations.

Indonesia and Malaysia, the world's biggest palm oil producers, are the founding member of CPOPC. CPOPC's current Member countries are Honduras, Papua New Guinea and Democratic Republic of the Congo, also our current Observer countries are Colombia, Ghana and Nigeria. CPOPC is now inviting more palm oil producing countries from Africa, Central America and Asia-Pacific. CPOPC seeks to unite all of the world's palm oil producers.

#### **Job Descriptions:**

We are recruiting for one (1) position. The roles and responsibilities include, but are not limited to, the following:

1. Market Analysis & Reporting
  - Provide timely, data-driven insights in response to internal and external inquiries on market trends and developments.
  - Interpret and communicate market data through concise summaries, visual dashboards, and presentations to support policy and outreach activities.
  - Contribute to policy-relevant analysis that links market dynamics with trade, sustainability, and smallholder welfare.
  - Monitor key policy and market development related to palm oil and other vegetable oils.
2. Database Development & Management
  - Establish and maintain a comprehensive databank on palm oil covering major producing and consuming countries.
  - Develop and update a structured vegetable-oil database supported by analytical narratives and clear visualization.
  - Ensure data integrity, accuracy, and accessibility for internal use and cross-divisional coordination.

### 3. Strategy & Policy Support

- Provide analytical and operational support to the Strategy and Policy Division in implementing its programs and activities.
- Contribute to the preparation of reports, technical papers, terms of reference (TORs), presentations, meeting documents, and organizational correspondence.
- Assist in the organization of events, workshops, and stakeholder engagements, ensuring smooth execution of program activities.
- Undertake any other tasks assigned by the CPOPC Board of Directors to fulfil organizational objectives.

#### **Qualification:**

1. Minimum Master degree in Economics, Statistics, Data Science, Agricultural Economics, or a related field.
2. Minimum of 3 years of relevant work experience in data management, market analysis, or policy research (experience in the palm oil/vegetable oils sector is an advantage).
3. Strong analytical skills with proven ability to collect, organize, and interpret large datasets.
4. Excellent writing and communication skills in English.
5. Proficiency in statistical and data visualization tools.
6. Ability to work effectively in a multicultural environment and under tight deadlines.

#### **Terms and Conditions**

Starting Date: As soon as possible

Types of employment: 4 months of probation, with potential extension to be appointed as permanent staff.

Location: Jakarta, Indonesia.

Deadline: 15 March 2026.

Please send your CV to: [hrga@cpopc.net](mailto:hrga@cpopc.net) cc to [venny.roselina@cpopc.org](mailto:venny.roselina@cpopc.org) and [dewa@cpopc.org](mailto:dewa@cpopc.org)