



**The World Banana Forum (WBF)**  
*Working together for sustainable banana production and trade*



## Job description

### Secretary of the World Banana Forum

**Type of contract:** Consultant

**Duration:** 11 months (renewable)

**Expected Start Date:** early September 2014

**Division/Department:** Trade and Markets Division (EST), FAO

**Location:** FAO Headquarters, Rome, Italy, with possible travels abroad

**Background:**

The World Banana Forum (WBF) is a permanent space of assembly for participants representing the global banana supply-chain to promote open dialogue on challenges in the banana industry. Its mission is to inspire collaboration and achieve industry-wide consensus on best practices regarding workplace issues, gender equity, environmental impact, sustainable production and economic issues.

More details are available on the WBF's website: [www.fao.org/wbf](http://www.fao.org/wbf)

The Secretariat of the WBF is hosted by the FAO and is located in its Headquarters in Rome, Italy. The Secretariat supports the various activities that are implemented by the Working Groups, Steering Committee and Task Forces of the Forum. It communicates and leverages the collaboration with the stakeholders of the banana industry and disseminates information and documentation produced through the initiatives developed by its members.

Moreover, the Secretariat supports the organization of international, regional and national events that gather key players and promote the discussion and implementation of good agricultural practices. On a biennial basis, the WBF organizes a global conference to present the key achievements, facilitate networking among partners and members and set the way forward for the next biennium. The main activities and expected results are described in the following section.

**Activities:**

**Duties and responsibilities**

Under the direct supervision of the International Investment Team Leader in EST and in close collaboration with the WBF's Executive Board, the consultant will carry out the following activities for the project:

- Manage the external communications and public relations of the WBF, including promotion to attract new members
- Lead and coordinate the WBF's fundraising activities, prepare project proposals and approach potential donors

- Provide advice on the issues to be addressed by the Executive Board (EB) and Steering Committee (SC), prepare the agenda for its meetings and draft meeting reports.
- Provide advice and support to the WGs for the effective implementation of their work programmes
- Provide technical and logistical support to the operations of the SC, ensure regular communication with it and organize its meetings
- Prepare guidance and meeting documents for the EB, SC and specialized Working Groups (WG)
- Coordinate the communications among the WGs and between them and the EB and SC
- Lead the preparation of the Third Global Conference of the WBF
- Coordinate the development of the WBF website and supervise the preparation of pages in three languages
- Manage the internet tools enabling online work and communication between the SC, the WGs and the Secretariat and within WGs
- Represent FAO and the WBF in international meetings (in Italy and abroad) and meet with the various member organizations and stakeholders
- Advise on the preparation of the WBF work programme and budget for 2015
- Supervise the translation of documents and e-conference contributions into English, French and Spanish
- Act as contact point for stakeholders seeking information on the WBF
- Carry out any other organizational and communication work required for the WBF

### **Requirements**

#### **Essential:**

- University degree in one or more of the following areas: international relations, communication, facilitation, agriculture, international trade, development studies, natural resources management or any other related to the work of the WBF
- Minimum 4 years of relevant experience in agricultural development, rural development, certification of sustainable agriculture, marketing of agricultural products, trade for development, communication for development in developing countries, natural resources management or agricultural business management
- Experience in facilitating collaborative processes with a large number of participants, including the organization of international meetings
- Proven fundraising experience gained through the development of project proposals and ability to negotiate with donors
- Work experience in developing countries
- Work experience in the banana sector or in the fresh produce trade
- Work experience with the private sector or with public-private organizations
- Proficient in English and Spanish
- Excellent organizational skills, thoroughness and reliability

- Excellent communications skills (both oral and written), sense of diplomacy and tact
- Ability to work with a large number of persons from diverse cultural backgrounds
- Ability to work under time pressure and meet tight deadlines
- Strong work ethics and commitment to sustainable development

**Desirable:**

- Ability to work in French
- Work experience in international organizations
- Experience in developing public-private partnerships
- Experience with communication and social networking tools
- Experience in streamlining sustainable practices in the value chain

**Guidelines to applicants**

Please send a motivation letter, a resume (maximum 2 pages) and a Personal Profile Form (all three documents should be written in English). The Form can be filled at the following webpage  
<http://www.fao.org/employment/irecruitment-access/en/>

Applications should be sent by email **by 15 July 2014** to the following address:

**Secretariat of the World Banana Forum**

Trade and Markets Division

FAO

E-mail: [VA-WBF-01-ESTT@fao.org](mailto:VA-WBF-01-ESTT@fao.org)