



Issued on: 24 October 2011

Deadline For Application: 22 November 2011

<b>POSITION TITLE:</b>	<b>Liaison and Meetings Officer</b>	<b>GRADE LEVEL:</b>	<b>P-3</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Forestry Information and Liaison Unit, FODL</b>	<b>DURATION *:</b>	<b>Fixed term: 3 years</b>
	Office of the ADG, Forestry Department, FOD	<b>POST CODE/N°:</b>	<b>C/1010778</b>
		<b>CCOG CODE:</b>	<b>1A04</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged**

**DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Senior Forestry Officer (Team Leader), FODL, the incumbent will:

- Coordinate, in liaison with member governments, FAO Decentralized Offices, and international organizations the planning, organization, and operation of meetings, conferences, and seminars related to forestry activities.
- Liaise with counterparts in member organizations of the Collaborative Partnership on Forests (CPF), and with FAO decentralized offices regarding technical and procedural issues.
- Develop and maintain contacts with counterparts in FAO Permanent Representation offices, in particular with regard to matters relevant to statutory bodies related to forestry and expert consultations.
- Liaise with the counterparts in appropriate FAO offices e.g. Conference, Council and Protocol Affairs Division (CSC), Regional Offices and Corporate Services, to ensure that meetings of statutory bodies on forestry e.g. Committee on Forestry (COFO), Regional Forestry Commissions and forestry technical bodies, etc., are effectively planned, organized and managed in line with FAO policies and procedures.
- In collaboration with the relevant Secretary, ensure the timely and effective planning and organization of formal sessions of Regional Forestry Commissions.
- Organize logistical arrangements for formal sessions of statutory bodies e.g. COFO; determine requirements for simultaneous interpretation and translation services; be responsible for all administrative and operational activities e.g. registration of delegates, coordination of assignments and supervision of support staff, reproduction and distribution of in-session documents and electronic posting and circulation of documents and reports.
- Prepare and update the Forestry Department's schedule of meetings and conferences. Advise on the effective planning and preparation for meetings and conferences; prepare detailed schedules and cost estimates; advise on policies and procedures for conducting meetings; provide direct assistance in meeting organization and operations.
- Prepare a variety of correspondence related to the above duties such as letters of agreement with host governments; letters of invitation, notices, announcements, etc.
- Undertake travel to arrange advance preparations for meetings held outside of Headquarters;
- Perform other related duties as required.

**MINIMUM REQUIREMENTS**

Candidates should meet the following:

- University Degree related to Social/Political Science, Business/Public Administration, International Relations, Forestry or a related field
- Five years of relevant experience related to planning, organizing and managing conferences or meetings including developing effective partnerships
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

**SELECTION CRITERIA**

Candidates will be assessed against the following:

- Relevance of experience in planning, organizing and managing conferences or meetings
- Demonstrated ability in developing and maintaining effective partnerships with representatives of member countries and other organizations
- Demonstrated ability to work effectively in a team environment
- Quality of both oral and written communication skills
- Extent of organizational and supervisory skills
- Demonstrated initiative and ability in work independently
- Extent of language skills

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/>

and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all secti

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**