



POSITION TITLE:	Conference Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Conference, Council and Government Relations Service, CSCC	DURATION *:	C
	Conference, Council and Protocol Affairs Division	POST CODE/N ^o :	Unidentified
	Corporate Services, Human Resources, and Finance Department, CS	CCOG CODE:	1A04

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

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Conference, Council and Government Relations Service, CSCC, the incumbent ensures the smooth delivery of operations directly related to the programming of conferences/sessions. In particular to:

- Make arrangements for secretariat and other services before FAO meetings and ensure their efficient functioning during sessions;
- Plan the provision of physical facilities and services for Governing Bodies and other meetings at Headquarters;
- Supervise and evaluate Conference facilities staff; oversee all administrative tasks related to the management of staff and of the messenger roster ;
- Advise Divisions on optimal use of non-staff human resources, space arrangements, in accordance with requirements of each meeting;
- Liaise with the Administrative Services Division (CSA), the Chief Information Officer (CIO) Division and other relevant units on the provision of meeting facilities, to ensure adequate deployment of IT and office equipment and provision of audio-visual support as required;
- Oversee administrative arrangements for Governing Body members (travels and related claims);
- Prepare planning submissions for budgetary resources for Governing Bodies, supervise the use of funds and prepare periodic budgetary reports;
- Finalize the scheduling of Regional Conferences and the clearance of the Provisional Agenda with Rome-based Permanent Representatives in full collaboration with the Office of Support to Decentralisation (OSD);
- Harmonize the Joint FAO/WFP/IFAD Calendar of Main Sessions in collaboration with IFAD and WFP and concerned FAO Units;
- Serve as alternate Elections Officer during Conference and Council sessions, including preparation of ballot papers, instructions and other arrangements;
- Makes proposals for measures designed to enhance environmental sustainability of meetings;
- Perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration, social sciences.
- Five years of relevant experience in administration at a national and/or international level.
- Working knowledge of English and French or Spanish and limited knowledge of one of the other two.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Experience of managing Governing Body sessions of a major international organization
- Ability to meet the multiple demands of complex meetings often held outside normal working hours.
- Ability to work as a member of a team and communicate effectively to the multiple actors involved in intergovernmental meetings.
- Skilfulness, accuracy and tact in handling governance issues such as ballots and elections.
- Capacity to oversee staff and budgets.
- Knowledge of the governance structure of FAO.
- Ability to communicate clearly both orally and in writing.
- Limited Knowledge of Italian would be an advantage

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: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **2467-CSC**
Chief, Conference, Council and Government Relations Branch (CSCC)
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57053459
E-mail: CSCC-web@fao.org

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.

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