

Vacancy No. AG/291/14

Title	Secretary, Codex Alimentarius Commission
Grade	D-1
Number	0333735
Duty Station Location	Rome, Italy
Summary of Duties and Functions	As head of the Secretariat of the Joint FAO/WHO Codex Alimentarius Commission, which is the executive organ of the Joint FAO/WHO Food Standards Programme, the incumbent reports programmatically to the relevant Assistant Directors-General of FAO and WHO, while administratively under the supervision of the FAO Assistant Director-General of the Agriculture and Consumer Protection Department. The Secretariat is administered in accordance with the rules and regulations of FAO. The Secretariat services the sessions of the Commission and its subsidiary bodies, and acts as liaison between the Commission and interested sectors of FAO and WHO as well as the World Trade Organization (WTO), UN and other international governmental and non-governmental organizations concerned with the health, quality and trade aspects of food standards. More information on the Codex Alimentarius Commission is available at its website, http://www.codexalimentarius.net. More specifically, the Secretary: • is responsible for the management of the Codex Secretariat ensuring the quality and efficient delivery of support and services to the Commission and its subsidiary bodies, and for the strategic planning, implementation and monitoring of the programme of work and budget of the Joint FAO/WHO Food Standards Programme; • supports the Executive Committee of the Commission in leading the development of the vision and strategic directions of the Commission and in identifying emerging issues and developments in food and feed sectors that could be of interest to the Commission; • implements the Commission's decisions identifies and promotes constructive interactions among state parties during meetings of the Commission; • monitors the work of the subsidiary bodies of the Commission, identifies and analyses difficult issues and facilitates their constructive resolution; • maintains a motivated and effective work force by recruiting highly qualified staff, mentor, coach and support career development of staff and implement effective approaches for performance management • participates in and contributes to senior level meetings between FAO and WHO on Codex-related issues including food safety, quality and nutrition, and works closely with relevant technical units of FAO and WHO to ensure consistency between the policies of FAO and WHO and the work of the Commission, and to effectively manage resources provided by FAO and WHO; • promotes further enhancement in the participation of developing countries and countries with economies in transition in the work of Codex and monitors the use and application of Codex standards at the regional and national levels; • is responsible for the development and implementation of a high-impact communication strategy that raises the level of awareness of the work of the Commission among key stakeholder groups and promotes use of Codex texts, and acts as a spokesperson for the Commission, including with the media; • represents the Commission at intergovernmental and inter-agency

	meetings and ensures effective liaison and coordination with international standard setting organizations and other international governmental and non-governmental organizations concerned with health, quality and trade aspects of food standards.
General Requirements	• Post-graduate qualifications in food science or food technology, veterinary medicine or public health, food law or other related disciplines; • Minimum of twelve years of progressively responsible professional experience in a standards setting environment with a preference given to working in the development and implementation of food control programmes at national, regional or international level, including the elaboration of food standards, guidelines and regulations; • Knowledge and experience of intergovernmental bodies, governmental services and international non-governmental organizations operating in the field of standards, particularly in relation to food; • Management and technical leadership of a high order in the area of governance, regulation and standards; • Working knowledge of two languages of the Commission (English, French, Spanish); demonstrated ability to draft technical reports in English; knowledge of other UN languages will be an asset; • Ability to lead a diverse team of people of different national and cultural backgrounds in an international setting; • Tact and sensitivity to issues of particular importance to Member Countries.
Managerial Competencies	Strategic vision: Capacity to develop a vision, mission and strategies and to focus on the needs of member countries and to adjust strategies to take changing circumstances into account. Managing people: Fosters team spirit through building trust and commitment to common objectives and recognising team successes. Result Orientation: Demonstrates an ability to manage programmes and projects efficiently under shifting priorities, in order to achieve targets. Partnering: Negotiates effectively with partners to enable successful outcomes for all stakeholders and actively supports inter-disciplinarity across FAO. Strong Communication Skills: Demonstrates a high level of communication skills in promoting the Organization's messages.
Remuneration	FAO adheres to the UN common system of salaries, allowances and benefits. General information regarding salaries and allowances can be found at the International Civil Service Commission Web site
How to apply	Applications should be submitted by 10 February 2014, using FAO Personal History Form to the Director, Office of Human Resources (OHR), FAO, Viale delle Terme di Caracalla, 00153, Rome, Italy or sent by e-mail to: Senior-vacancies@fao.org (An additional Curriculum Vitae and/ or cover letter may also be included as part of the application if desired)