

Vacancy No. FO/280/12 - PROJECT

Title	Associate Secretary General , 14 th World Forestry Congress – Office of Assistant Director-General, Forestry Department (FO)
Grade	D-1
Duration	Fixed-term 30 months - EOD 1 April 2013
Duty Station Location	Rome, Italy
Summary of Duties and Functions	<p>Under the supervision of the Assistant Director-General, FAO Forestry Department, and in close cooperation with the Organising Committee of the 14th World Forestry Congress, the Associate Secretary General will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • serve as FAO focal point and Liaison Officer for the preparation of the Congress, being responsible for coordination between FAO, the Organizing Committee, international organizations and other concerned institutions and organizations based outside South Africa; • prepare the detailed programme of the Congress including working arrangements, the timetable of the meetings and the agenda of the plenary and technical sessions; • draft: (a) the rules of procedure of the Congress; (b) the regulations for the presentation of the Congress documents; and (c) the list of official documents and invited papers to be presented at the Congress; • coordinate and finalize the preparation of the documentation of the Congress including its proceedings; • supervise staff assigned to assist with the preparation and operation of the Congress; • carry out other tasks assigned to him/her by the rules and procedures of the Congress.
General Requirements	<ul style="list-style-type: none"> • Advanced university degree in forestry or a related field of study; • Twelve years of relevant experience in the forestry sector including broad international experience and including experience in organizing international meetings; • Demonstrated leadership, managerial and supervisory skills and a strong sense of responsibility; • Working knowledge of English, French or Spanish and a limited knowledge of one of the other two; • Ability to develop and maintain professional contacts with government officials and international organizations; • Well developed communication and analytical skills; • Demonstrated ability to lead and work effectively with a diverse team of people of different national and cultural backgrounds in an international setting.
Managerial Competencies	<p>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 recognizing 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 interdisciplinarity across FAO. Strong Communication Skills: Demonstrates a high level of communication skills in promoting the Organization's messages.</p>

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 25 January 2013, 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 <i>(An additional Curriculum Vitae and/ or cover letter may also be included as part of the application if desired)</i>