



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3340

Issued on: 17 November 2016

Deadline For Application: 2 December 2016

Position Title:	Liaison And Correspondence Officer	Grade Level: P-4
Organizational Unit:	Conference, Council and Government Relations Branch, CPACD	Duty Station: Italy, Rome
		Duration *: Fixed Term – 2 years
		Post Number: 0026751
		CCOG Code: 1A04

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Conference, Council and Government Relations Branch (CPAC) carries out secretariat functions for the Conference and Council and other FAO Governing and Statutory Bodies; facilitates relations with Members; and produces official correspondence between the Organization and its Members through the Web and established channels of communication.

Reporting Lines

The Conference Officer reports to the Senior Conference Officer, Conference, Council and Government Relations Branch (CPAC).

Technical Focus

Provide support to ensuring Governing Body Secretariat functions in the form of advice on the planning, conduct, staffing and voting procedures of Governing and Statutory Body meetings.

Key Results

Ensure FAO Governance procedures set out in the Basic Texts are strictly adhered to; guaranteed on-time delivery of CPA programmes, products and services and the development of related policies and specialized tools and systems.

Key Functions

- Leads projects and/or work teams, leads and/or participates on Office teams, provides services and/or professional expertise on Organization-wide committees and working groups and represents FAO at inter-agency meetings;
- Plans and delivers programmes, products and services including related policies, systems and tools to facilitate the effective management of governance and conference related services;
- Analyzes information, data, statistics, relativities, trends, problems, and/or issues to support effective conference related services delivery, new initiatives, and the preparation of plans, strategies, reports, policies and/or other products;
- Provides specialist advice and expertise to internal and external partners on specific or complex governance cases, policy interpretation issues and/or best practices, etc.;
- Manages special projects and provides guidance to consultants for the development and implementation of new products, tools, and systems;
- Develops information, training materials and products to increase understanding of programmes, services and policies, promotes capacity development;
- Develops relevant performance criteria and indicators to evaluate programmes, products and services.

Specific Functions

- Serves as Assistant Secretary-General of the Council; provides advice to the Secretary-General and the Independent Chairperson of the Council (ICC) prior to and during sessions;
- Prepares and updates procedural notes for the Independent Chairperson of the Council and the Chairperson of the Conference;
- Acts as focal point for official delegations for Ministerial/Head of Delegation speaking time during Conference sessions; determines and ensures the order of speakers according to level of representation, geographical distribution and language balance;
- Serves as Secretary of the Drafting Committee during sessions of the FAO Council, ensures that all agenda

- items are discussed and approved by this Committee and that reports are ready for adoption by plenary on scheduled dates;
- Prepares Government Body documents and Secretariat papers for Conference and Council sessions and drafts texts for post-session documentation on follow-up actions of Governing Body decisions;
- Participates in Informal Meetings with Regional Groups chaired by the ICC, prepares speaking notes for and takes minutes of proceedings;
- Determines staffing requirements, supervises outsourcing, editing and web-posting of final version of Verbatim Records of both the Conference and Council;
- Edits and revises Conference/Council Reports and Verbatim Records in English, for final publication.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Social Sciences, Communication, Conference Management, Political Science, International Relations or a related field. Candidates holding a first level university degree (Bachelors degree or equivalent) may also be considered if possessing two additional years of relevant work experience
- Seven years of relevant experience in conference management activities in a national or international setting including drafting and editing documents and/or correspondence
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous improvement

Technical/Functional Skills

- Extent and relevance of experience in governance and conference management activities in a national or international setting
- Extent and relevance of experience organizing and managing high level meetings
- Analytical skills and ability to draft and edit documents and/or correspondence
- Sound understanding of the functioning of UN agencies and the UN system is considered a strong asset;
- Work experience in more than one location or area of work, particularly in field positions is desirable

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see “How to Apply”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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