



Issued on: 26 May 2017

Deadline For Application: 15 June 2017

JOB TITLE: Support to the World Banana Forum
(Social and Economic Sustainability)

TYPE OF CONTRACT: PSA EDI

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: TRADE AND MARKETS DIVISION (EST)

DURATION: 6 months

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

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.

Organizational Setting

The FAO's Trade and Markets Division (EST) facilitates the World Banana Forum (WBF), a permanent space of assembly for participants representing the global banana supply-chain to promote open dialogue on challenges facing the banana industry. Its mission is to inspire collaboration and achieve industry-wide consensus on best practices regarding workplace issues, gender equity, environmental impact, sustainable production and economic issues.

Reporting Lines

Reports to Victor Prada and Pascal Liu - World Banana Forum Coordinator

Technical Focus

Labour rights, decent work, sustainable agriculture and gender.

Tasks and responsibilities

Under the overall supervision of the team leader in EST and the direct supervision of the WBF Secretariat, the consultant will carry out the following activities:

- Provide editorial support to the different projects of the Working Group on Distribution of Value (WG02 - Economic Sustainability) and Labour Rights (WG03 - Social Sustainability);
- Support the preparation of documents for the planning of events, trainings and meetings of the WG02 and WG03;
- Support the design of materials and promotion of WG02 and WG03 events;
- Prepare a literature review on Living Wages (LW) and Occupational Health and Safety (OHS) policies in banana producing countries;
- Edit reports of the WG02 and WG03 in English and Spanish, ensuring their compliance with FAO standards;
- Write minutes, notes, summaries of decisions and other type of reports;
- Draft web pages and provide content quality control of the WBF website;
- Prepare and format materials and documentation;
- Provide other type of support to the WBF as necessary.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in a related field. Preferably, the degree should be in a relevant field or discipline such as social science, agricultural science, economics, gender, institutional development, social anthropology, rural development or other relevant sciences;
- Good communication and interpersonal skills and ability to interact effectively with different stakeholders;
- Superior attention to detail;
- Working knowledge of English and Spanish;
- Good organizational skills and ability to support multiple projects independently and proactively;
- Excellent time management and problem-solving skills;
- Ability to write reports and minutes in a systematic manner;
- Ability to provide remote support and liaise virtually with stakeholders;
- Ability to work under pressure.

FAO Core Competencies

- Results Focus;
- Teamwork;
- Communication;
- Building Effective Relationships;
- Knowledge Sharing and Continuous Improvement.

Desired

- Command of French;
- Experience with similar activities and roles;
- Experience with InDesign;
- Knowledge of the banana sector and FAO's working environment is a plus.

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

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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