



Issued on: 28 September 2017

Deadline For Application: 19 October 2017

JOB TITLE: Standard setting support

TYPE OF CONTRACT: PSA

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: AGDI (IPPC SECRETARIAT)

DURATION: 11 months (start of contract: tentatively December 2017)

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 International Plant Protection Convention (IPPC) is a multilateral treaty with over 180 contracting parties deposited with the Director-General of the Food and Agriculture Organization of the United Nations. The purpose of the IPPC is to prevent the spread and introduction of pests of plants and plant products and to promote safe trade.

The IPPC Secretariat, based at FAO Headquarters, has the responsibility for the coordination of the IPPC work programme in three main areas:

- the development of international standards for phytosanitary measures (ISPMs)
- the provision of information required by the IPPC and the facilitation of information exchange between contracting parties
- the provision of technical assistance, especially for capacity building, to facilitate the implementation of the IPPC.

Reporting Lines

The PSA will report to the Standard Setting Team Lead, AGDI.

Technical Focus

Facilitates the standard setting process specifically in relation to consultations, development of draft standards, and facilitation of meetings.

Tasks and responsibilities

The incumbent will, in the context of the IPPC Strategic Framework and following the IPPC standard setting procedure, provide support to the standard setting work programme and projects. Tasks include:

- review and analyze information used in the IPPC standard setting process and ensure it is correctly updated (for ISPMs, specifications, reports, participants), and provide recommendations for improvement
- prepare information for consultations and notification periods for draft ISPMs and specifications including liaising with editors, translators, technical experts and IPPC Secretariat leads
- prepare and issue calls for topics, treatments and experts including analyzing submissions
- provide user support for queries from Official contact points on the online comment system in relation to consultation periods
- update of the List of topics for IPPC standards in six languages, including liaising with colleagues for necessary input
- coordinate the activities of the IPPC Secretariat in international meetings (review discussion papers, note taking, develop presentations, assistance in the development of standards, provide training on the online comment system)
- collect and record noted errors in adopted ISPMs
- implement the IPPC archive policy
- provide input into outreach material as requested
- update the IPPC Procedure manual for standard setting and standard operating procedures for areas of responsibility
- ensure relevant information, relating to assigned areas of responsibility, is updated and accurate on the internal shared drive and the IPP
- other duties as assigned

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- First level university degree in Agriculture, Agronomy, Horticultural Engineering or another area of relevance to the Organization. Advanced degree desirable/
- Minimum one year of relevant experience
- Working knowledge of English

FAO Core Competencies

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

Technical/Functional Skills

- Work experience in more than one location or area of work desirable
- Ability to understand phytosanitary issues
- Good analytical, interpretative and presentation skills
- Extent and relevance of experience in managing databases, facilitating meetings and preparing and giving presentations
- High attention to detail
- Excellent writing skills (English)
- Extent of knowledge of the functioning of FAO, the IPPC, and the IPPC standard setting process
- Excellent knowledge of MS Office package

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

ADDITIONAL INFORMATION

- 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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