



Issued on: 16 OCTOBER 2017

Deadline For Application: 30 October 2017

**JOB TITLE:** Secretariat focal point assisting the Chair of the Committee on World Food Security

**TYPE OF CONTRACT:** Consultant

**DUTY STATION:** Rome, Italy

**ORGANIZATIONAL UNIT:** ESA/CFS

**DURATION:** 11 months

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*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.**

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### Organizational Setting

The Committee on World Food Security (CFS) constitutes the foremost inclusive international and intergovernmental platform for a broad range of committed stakeholders to work together in a coordinated manner and in support of country-led processes towards the elimination of hunger and ensuring food security and nutrition for all human beings. CFS is supported by a Secretariat funded by FAO, IFAD and WFP, and housed within the Agricultural Economic Development Division (ESA) of FAO.

### Reporting Lines

The Consultant works in the CFS Secretariat and reports to the CFS Secretary. He/she works under the day-to-day direction of the CFS Chair and in close collaboration with the full CFS Secretariat.

### Technical Focus

The CFS Secretariat provides technical support to the Committee, its Chair, its Bureau and Advisory Group and its working groups. This includes collection, analysis and presentation of information in support of the global food security policy agenda, facilitating and contributing to the implementation of CFS workstreams, developing documents and preparations for CFS sessions and meetings, and strengthening linkages with CFS stakeholders.

### Tasks and responsibilities

- Coordinate the preparation of briefs and speaking notes for the CFS Chair for CFS Bureau Meetings, Joint Bureau and Advisory Group Meetings, Open Ended Working Groups and other meetings where the Chair's presence is required;
- Summarize the main points and conclusions of meetings for review by the CFS Chair, analyse and consolidate inputs from other members of the Secretariat, and draft the outcomes of meetings ensuring accuracy, consistency and quality of content;
- Lead the preparation of the CFS Chair's key messages, statements, speeches, presentations and articles, based on the review and analysis of relevant documents, advising on context-specific strategies and approaches to achieve expected impact, in collaboration with the CFS Secretariat and in alignment with the CFS Communication strategy;
- Manage the CFS Chair's calendar, including liaising with the CFS Secretariat for travel and other logistical arrangements the preparation of briefing materials, drafting of back-to-office reports and maintenance of mission files and contacts;
- Provide support and technical inputs to the Secretariat in the preparation of meetings and documents as appropriate;
- Liaise with various CFS partners as necessary;
- Assist the Secretariat in the preparation of meetings and documents as appropriate;
- Perform other tasks and duties as necessary to support the CFS Secretariat and CFS Chair as appropriate.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in an area relevant to food security and nutrition (e.g. agricultural economics, political science, international relations, food security, public policy)
- At least five years of relevant experience working on food security and nutrition issues
- Working knowledge of English and Spanish

### 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
- Extent and relevance of experience in multistake holder processes and/or intergovernmental processes
- Excellent written and oral communication skills in English and Spanish, including speech-writing
- Ability to examine, edit and provide substantive inputs to documents
- Familiarity with social media and web-based communication tools
- Ability to work independently and to plan and manage work within tight deadlines

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

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### 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](mailto: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/>

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### 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](mailto:iRecruitment@fao.org)

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