



Issued on: [24 October 2017](#)

Deadline For Application: [07 November 2017](#)

JOB TITLE: Special Advisor Codex partnership programmes

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome

ORGANIZATIONAL UNIT: CODEX ALIMENTARIUS SECRETARIAT, AGFC

DURATION: Up to 11 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 Secretariat of the Joint FAO/WHO Codex Alimentarius Commission, which is the executive organ of the Joint FAO/WHO Food Standards Programme, is located in the Office of Food Safety. The Secretariat is under the programmatic responsibility of the relevant Assistant Directors-General of FAO and WHO, while administratively under the supervision of the FAO Assistant Director-General of the Agriculture and Consumer Protection Department.

The Secretariat is administered in accordance with the rules and regulations of FAO. It services the sessions of the Commission and its subsidiary bodies, and acts as liaison between the Commission and interested sectors of FAO and WHO as well as the World Trade Organization (WTO), United Nations and other international governmental and non-governmental organizations concerned with the health, quality and trade aspects of food standards.

Reporting Lines

The Special Advisor Codex partnership programmes reports to a Senior Food Standards Officer P-5.

Technical Focus

Assist in the overall management of Codex Alimentarius internal and external work relations (FAO, WHO, Codex members and NGOs), in particular assuring that all members can equally contribute and have access to Codex work results.

Tasks and responsibilities

- Consult as a specialist advisor on the development, execution and global monitoring of Codex partnership programmes both with international partners (WTO, WHO/FAO Codex Trust Fund, ISO etc) and bodies within the structure of the Codex Alimentarius (Executive Committee, Host country Secretariats).
- Develop innovative, creative and strategic approaches to ensure Codex Alimentarius enhances the efficiency and effectiveness of Codex Secretariat relationships with these partners, internal bodies and stakeholders.
- Design and facilitate workshop programmes for Officers of the Commission; Executive Committee, Committee Chairs and Host secretariats.
- Liaise extensively with Senior Food Safety Officers in Codex, with employees throughout the AG department and FAO/WHO Corporate Communications Units, to deliver the Codex Communications Workplan.
- Support Codex food standard officers in solving challenges relative to preparing strategy papers for Codex committees as well as collaborating on committee reports including attending Codex committee meetings as necessary.
- Maintain and enhance social and web communications in the Codex Secretariat and manage content development.
- Liaise with Codex Committee Host Secretariats to coordinate the effective management and functioning of Codex meetings.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in one of the following: food, agricultural or veterinary science; international law; public health; business administration; public policy/administration, or other field relevant to the work of Codex. A Bachelor's degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- Ten years of relevant experience in strategic development, business development and/or in managing risk communication or related activities;
- Working knowledge of English and limited knowledge of French, Spanish, Arabic, Chinese, or Russian.

FAO Core Competencies

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

Technical/Functional Skills

- Relevant experience in the management of multi-disciplinary teams and coordination of strategy and work management;
- Certified experience in facilitation skills in international contexts;
- Knowledge of the work of the Codex Alimentarius Commission.

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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