



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No. IRC5693

**Deadline for Applications: 12 September 2018**

<b>Title</b>	Director, Conference, Council and Protocol Services Division (CSG)
<b>Grade</b>	D-2
<b>Number</b>	0026646
<b>Duty Station Location</b>	Rome, Italy

### Summary of Duties and Functions

The Conference, Council and Protocol Services Division (CSG) is responsible for providing liaison between the Organization and its Membership on Governing Body matters, as well as conference and protocol services. The Division's mandate includes ensuring the efficient programming and servicing of FAO meetings, providing secretariat services for Conference and Council, and maintaining relations with the membership.

Under the policy guidance and the general supervision of the Assistant Director-General, Corporate Services Department, the Director of the Conference, Council and Protocol Services Division will:

- Ensure leadership, guidance and support in carrying out secretariat functions for the Conference and Council, in facilitating liaison between the Organization and its Members on Governing Body matters, and in providing meeting, language and protocol services;
- Exercise overall management responsibility, including planning for the Division's programme of work, ensuring quality control, progress monitoring and reporting as well as cost-effective use of financial and human resources, within the framework of the FAO Strategic Framework and the Medium Term Plan, as per results-based management principles;
- Act as Secretary-General of the Conference and Council;
- Provide advice and support on governance matters as required;
- Foster and support inter-institutional collaboration and coordination, within and beyond the United Nations System, in areas relevant to the Division's field of competence;
- Represent the Organization in high-level meetings and other relevant events dealing with the Division's mandate;
- Perform other related duties as needed.

### General Requirements

- Advanced university degree in disciplines related to the work of the Division, including public administration, international relations, international economics, international organizations, international law, and other relevant disciplines;
- Demonstrated professional competency and mastery of subject matters dealt with by the Division;
- Proven intellectual, managerial and technical leadership of a high order in the relevant subject areas;
- Management experience, interpersonal and communication skills and ability to lead and work effectively with people of different national and cultural backgrounds in an international environment;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two, or Arabic, Chinese or Russian.

## Leadership Competencies

**Results focus:** Takes accountability for the delivery of agreed results in service of FAO's Strategic Framework - **Leading, engaging and empowering others:** Coordinates, directs, facilitates and recognizes team efforts; creates an enabling environment and assists others to realize and develop their potential - **Communication:** Encourages and contributes to clear and open communication -

**Partnering and Advocating:** Promotes ideas and develops partnerships to advance the Organization's work - **Knowledge sharing and continuous improvement:** Continually seeks to improve the knowledge, skills and work processes of oneself and others - **Strategic thinking:** Makes informed and coherent decisions aligned with broader goals and strategies.

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

## Remuneration

FAO adheres to the UN common system of salaries, allowances and benefits. General information regarding salaries and allowances can be found at the International Civil Service Commission Website: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](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 the on-line application. Only applications received through iRecruitment will be considered.

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)