



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: FOD-892-13-PRJ

Issued on: **19 April 2013**

Deadline For Application: **3 May 2013**

POSITION TITLE:	Coordinator (Expo 2015)	GRADE LEVEL:	P-5
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of ADG, Forestry Department (FOD)	DURATION *:	NTE: 31 December 2015
		POST CODE/N°:	unidentified
		CCOG CODE:	1A11

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.
The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the UN Commissioner General for Expo 2015, the Coordinator (Expo 2015) will support the UN Commissioner-General and UN-Expo 2015 Steering Group in the implementation of the UN Participation Contract; In particular the incumbent will:

- coordinate and supervise the work of members of the UN-Expo 2015 Team, composed of staff and other support personnel, including consultants from the UN Rome Based Agencies;
- prepare annual work plans for the Team for approval by the Steering Group; provide regular reports summarizing progress against the work plan as well as highlighting any significant impediments or risks to the Steering Group;
- act as Secretary to the Steering Group and prepare agendas for its meetings as well as summary reports of discussions, decisions and matters requiring action;
- collaborate with focal points of UN system agencies, funds and programmes, including through operational consultations, meetings and workshops, and ensure that their proposals for Expo 2015 are considered by the Team and presented to the Steering Group in a consolidated manner with appropriate recommendations;
- follow up with UN system agencies and with Expo 2015 representatives on matters requiring action and ensure to the extent possible that key deadlines are met;
- assist the UN Commissioner-General in the proper management of human and financial resources allocated under the Trust Fund, including the preparation of budgets and reports on the utilization of funds to be presented to the Steering Group and to Expo 2015;
- maintain regular operational contacts and liaison with representatives of Expo 2015;
- in collaboration with relevant communications staff, ensure that important activities related to the UN's participation in Expo 2015 are communicated to the media and staff in participating UN system organizations; provide regular updates to the United Nations Communications Group and participate in its meetings when requested;
- collaborate with UN agencies and Expo 2015 in the organization of events within the framework of Expo 2015 and the participation of UN senior officials and staff;
- ensure proper custody of all documents on the UN system's participation in Expo 2015 and also prepare an evaluation of the UN's participation following the closure of the Expo;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in Communication, Public Relations, Political Science or a food-related field
- Ten years of relevant experience in international organizations; demonstrated managerial and supervisory experience and a strong sense of responsibility
- Working knowledge of English, French or Spanish and Italian and; Limited knowledge of one of the other two official languages

SELECTION CRITERIA

Candidates will be assessed against the following:

- Depth of knowledge of the UN system
- Level of understanding of Expo theme in particular with reference to food-related issues and the role of the United Nations
- Extent and relevance of experience with UN system's policies, regulations and operational procedures
- Extent of managerial skills and demonstrated ability to lead and work effectively with a diverse team of people of different cultural backgrounds
- Experience in managing/coordinating international meetings or other similar large events
- Strength of analytical, communication and diplomatic skills
- Ability to develop and maintain professional contacts with government officials and international organizations

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

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 Forestry Department, FOD
 FAO Viale delle Terme di Caracalla 00153 Rome ITALY
 Fax No: +39 06 57xxxx
 E-mail: VA-892-13-PRJ-FOD@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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