



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: 2402609

Issued on: 19 August 2024
Deadline For Application: 23 September 2024

POSITION TITLE:	Secretary, International Plant Protection Convention (IPPC)	GRADE LEVEL:	D-1
ORGANIZATIONAL UNIT:	Plant Production and Protection Division, NSP	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed-term: two years with possibility of extension
		POST NUMBER:	0606847
		CCOG CODE:	1H01

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

- FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture.
- Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply.
- Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values.
- FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.
- All selected candidates will undergo rigorous reference and background checks.
- All applications will be treated with the strictest confidentiality.
- FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

The International Plant Protection Convention (IPPC) was established under Article XIV of the Constitution of the Food and Agriculture Organization (FAO) of the United Nations and has the purpose of securing common and effective action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control. The contracting parties to the IPPC undertake to adopt the legislative, technical and administrative measures specified in the Convention and in its supplementary agreements. The Commission on Phytosanitary Measures (CPM) is the highest Governing Body of the IPPC. Article XII of the IPPC states that "*The Secretary of the Commission shall be appointed by the Director-General of FAO.*"

The post is located in the IPPC Secretariat within the Plant Production and Protection Division (NSP) at FAO headquarters in Rome, Italy.

Reporting Lines

The Secretary (IPPC) reports to the Director, NSP under the overall guidance of the responsible Deputy Director-General.

Summary of Duties and Functions

As outlined in the Convention, the Secretary of the International Plant Protection Convention (IPPC) is responsible for managing the IPPC Secretariat, ensuring the implementation of the IPPC work programmes in different areas of activity; supporting the Commission's sessions, its subsidiary bodies and other working groups and for liaising between FAO and the CPM, IPPC's highest governing body.

In particular, he/she will:

- Formulate and implement the IPPC strategic framework, work programmes and policies as agreed upon by the CPM in consultation with the CPM Bureau and units concerned in FAO; monitor new issues, concerns and developments in the field of plant health and develop proposals for possible action.
- Manage the human and financial resources of the Secretariat and the CPM within resources provided by FAO, and any extra-budgetary resources.
- Develop and lead efforts to mobilize resources for the IPPC's activities and support funding outreach approaches for

technical staff in Decentralized Offices (DOs) and headquarters, as appropriate.

- Manage the preparation and editing of the reports issued by the CPM, its subsidiary bodies and other working groups, as well as other publications produced by the Secretariat in its different areas of activity and ensure the publication and dissemination of the standards, reports and documents adopted by the CPM.
- Promote the IPPC at the international, regional and national levels, especially with regard to attracting financial, staff and/or other contributions to its work programme by providing communication, fundraising and promotion strategies for the IPPC, designing and implementing a publication plan for the IPPC.
- Further develop the Africa Phytosanitary Programme (APP) which provides training, collaboration opportunities and digital GIS (Geospatial Information Systems) tools and resources to strengthen Africa's phytosanitary systems.
- Facilitate the governance and further development of the IPPC electronic certification tool (the ePhyto Solution) and any future collaborative efforts related to electronic certification and/or data.
- Ensure the development and maintenance of appropriate tools for the exchange of information among Members and between Members and the Secretariat.
- Monitor the implementation of the IPPC and its International Standards for Phytosanitary Measures (ISPMs).
- Ensure the coordination and delivery of technical assistance for phytosanitary capacity building.
- Represent the IPPC and liaise with the World Trade Organization (WTO), the Convention on Biological Diversity (CBD), the Biodiversity Liaison Group (BLG), the Standards and Trade Development Facility (STDF) and other international governmental, non-governmental and regional organizations relevant to the goals of the IPPC.
- Represent the IPPC Secretariat in its relations with the media, non-governmental organizations and private sector.
- Report on all these matters annually to the CPM.
- Perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in natural sciences or agriculture with a specialization in a subject relevant to plant protection.
- Minimum twelve years of relevant/cognitive experience in an agricultural setting including plant protection and phytosanitary-related areas.
- Demonstrated management and technical leadership at a senior level of responsibility.
- Demonstrated and well-developed communication, persuasion and analytical skills in an international and senior level context.
- Demonstrated familiarity with the functions and working processes of IPPC governing bodies, of the International Standards for Phytosanitary Measures (ISPMs) setting and implementation and of trade-related phytosanitary issues.
- Experience in phytosanitary programmes at national, regional or international levels and the elaboration of ISPMs' guidelines and regulations.
- Ability to develop and maintain professional contacts with senior governmental and non-governmental (including private sector) officials.
- Ability and willingness to make maximum use of advanced communication technologies.
- Knowledge of and working experience with intergovernmental bodies, governmental services, international non-governmental organizations and industries operating in the field of plant protection.
- Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

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*.

- FAO is committed to achieving workforce diversity in terms of gender and nationality.
- People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase.
- FAO does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.
- All applications will be treated with the strictest confidentiality.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

GENERAL INFORMATION

- FAO reserves the right not to make an appointment.

CONDITIONS OF SERVICE

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <https://commonsystem.org/cp/default.asp>

Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization.

This includes:

- elements of family-friendly policies
- flexible working arrangements
- standards of conduct.

HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills.
- Candidates are requested to attach a letter of motivation to the online profile.
- Once your profile is completed, please apply and submit your application.
- Your application will be screened based on the information provided on your online profile.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list.
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications.
- Incomplete applications will not be considered.
- Only applications received through the FAO recruitment portal will be considered.
- We encourage applicants to submit the application well before the deadline date.

Selection for this position will follow a transparent and very competitive process which may entail different steps, including submission of written test/essay, different stages of interviews (with managers and high-level panel), and a presentation on a given topic relevant to the role.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance:

<https://fao.service-now.com/csp>
