



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

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International Coffee Council  
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23 January 2017  
London, United Kingdom

**Terms of reference for the post of Executive  
Director of the International Coffee  
Organization**

## **Background**

1. This document contains the terms of reference for the post of Executive Director of the International Coffee Organization, which were approved by the Council at its 118<sup>th</sup> Special Session on 23 January 2017. Member Governments are requested to bring this vacancy notice to the attention of potential candidates in their countries.
2. Member Governments are requested to forward the names of their endorsed candidates together with curricula vitae and personal letters of motivation to the Secretariat at [ed@ico.org](mailto:ed@ico.org) or by post to the Head of Finance and Administration, International Coffee Organization, 22 Berners Street, London W1T 3DD, no later than **23 February 2017**. Candidates are required to state in their letters of motivation that, for the purposes of data protection, they consent that their curricula vitae and letters may be circulated to the Organization's Pre-Selection Committee.

## **TERMS OF REFERENCE FOR THE POST OF EXECUTIVE DIRECTOR OF THE INTERNATIONAL COFFEE ORGANIZATION**

A successful candidate will have deep knowledge of the coffee sector and relevant wide experience. A successful candidate will also demonstrate very strong management skills in the management of an organization with the size and complexity of the International Coffee Organization, including management of personnel, budgets and experience of raising financial support. Experience conducting analytic studies, including economic studies, as well as developing and implementing capacity building projects would be desirable.

Candidates should have the qualities to command wide support among the membership of the International Coffee Organization, and must, at a minimum, meet the following:

- (a) Nationality**  
Candidates shall be nationals of ICO Member countries and shall be endorsed by their respective Governments.
- (b) Background**  
Candidates shall have earned at least one University Degree from a recognised University or Institution of Higher Education.
- (c) Professional experience**  
Candidates shall have at least fifteen (15) years professional experience with a minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience of fundraising and the management of projects is desirable; experience within the field of commodities, and in particular coffee, will be considered essential.
- (d) Age**  
In compliance with UN rules there are no restrictions on the age of candidates.
- (e) Languages**  
An excellent knowledge of English, both spoken and written, is essential. Knowledge of one or more of the other official languages of the Organization (French, Portuguese and Spanish) would be desirable.

### **Terms of appointment**

The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. The £ equivalent of a gross salary of US\$194,136 per annum, plus post adjustment will be payable. The contract will be for a period of five (5) years.