



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2364/21

10 March 2021
English only

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Post of Statistical Coordinator

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization has a vacancy for a Statistical Coordinator.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. Applications should be addressed to the Executive Director (ed@ico.org). The ICO will only accept duly completed applications including a motivation letter and a curriculum vitae using the designated templates (see below) **not later than 31 March 2021**. Due to the high volume of applications we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.



Statistical Coordinator Job Description

Posting Title:	Statistical Coordinator
Department/Office:	Operations Division/Statistics Section
Duty Station:	London, United Kingdom
Level	P-2
Type of contract:	Fixed-term
Estimated Start Date:	19 April 2021
Closing date for application	31 March 2021

About the International Coffee Organization

The International Coffee Organization (ICO) is an intergovernmental body, set up in 1963 under the auspices of the United Nations, responsible for implementing the International Coffee Agreement 2007 to strengthen the global coffee sector and promote its sustainable development in economic, social and environmental terms.

The ICO provides a unique forum for the global coffee community, working actively with its Member governments, international organizations, the private sector and all other stakeholders to address the challenges and opportunities facing the global coffee community, including the development and implementation of strategies to enhance the livelihood and the capacity of local rural communities and smallholder farmers to benefit from coffee production.

The ICO Five-Year Action Plan 2017-2021 identified the following strategic goals: I. Delivering world-class data, analysis and information to the industry and policy-makers; II. Using the Organization's convening power to provide a forum for dialogue between and within the public and private sectors; and III. Facilitating coffee sector development projects and promotion programmes through public-private partnerships.

ICO Member Governments represent 98% of the world's coffee production and two-thirds of world consumption, providing a unique forum for the global coffee community.

The Operations Division

The Operations Division is responsible for the day-to-day operations of the ICO. It encompasses three main functions: a) statistics including data collection, management, analysis and reporting; b) economic research and analysis including the publishing of the ICO Coffee Development Report (CDR) and development, fundraising and monitoring of technical cooperation projects; and c) Secretariat and Communication covering the relations with ICO Member states, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and the external communication to promote the ICO and its activities with Members and stakeholders.

The position is within the ICO Statistics Section established within the Operations Division to support achieving of the Strategic Goal 1: Delivering world-class data, analysis and information to the industry and policy-makers. The ICO Statistics Section encompasses several specific areas related to collection, quality control, processing and dissemination of trade data (including exports, imports, re-exports, non-member data and certificates of origin); supply data; data on inventories and roasting; prices (indicators, futures, prices to growers, retail/wholesale prices); and calculation of votes.

Responsibilities

DUTIES AND RESPONSIBILITIES

The position is located within the Operations Division and its Statistics section. The incumbent will work under the direct supervision of the Head of Operations and in coordination with the Chief Economist and would support the Organization in delivering world-class data to provide the industry and policy makers with analysis, accurate and up-to-date information and indicators.

The incumbent will coordinate the ICO Statistics function in all matters relating to the collection, processing and dissemination of statistical information.

The main responsibilities are:

1. Coordinating, organizing and distributing the work of and effectively guiding, coaching, evaluating all the human and material resources (software and hardware) assigned to the statistical section. Particular attention shall be placed on ensuring the effective operation of the ICO statistical database and developing state-of-the-art systems and analysis methods to meet the requirements of the Organization.
2. Proactively leading the collection, processing and dissemination of statistical data, including but not limited to the preparation of written and oral reports to ICO bodies, Secretariat and other interested parties and key stakeholders including drafting or contributing to the Monthly Coffee Market Report and other mandatory statistical reports.
3. Drafting and/or overseeing the preparation of reports of the meeting of ICO Committee dealing with statistical matters and following-up on recommendations and their implementation; recommending and developing techniques and procedures for the enhanced collection, compilation, presentation and dissemination of statistical data
4. Engaging and promoting effective collaboration with a broad range of statistical data on coffee, with emphasis on liaising with representatives of Member States, intergovernmental organizations, trade associations, data subscription services, commodity exchanges and private companies.
5. Ensure the updating and maintenance of the systems of Certificates of Origin, Indicator Prices and all other statistical data in the databases and websites of the Organization.
6. Representing the Organization at physical and online conferences, seminars, webinars and similar events, preparing and presenting lectures and technical papers; facilitating the organization and proceedings of seminars, workshops and similar training events as related to data and information collection and management within the Secretariat and for ICO Member countries, and coordinating the delivery of such training.
7. Provide inputs for the preparation of the budget of the Operations Division and of the Programme of Activities, including but not limited to identifying sources of income through the provision of statistical information as well as for determining votes and assessed contributions.
8. Performing other related duties and ad-hoc assignments as required.

Level and purpose of contacts

Inside the Organization –

Contacts with staff at all levels to provide advice and briefing on all aspects of statistical matters; to obtain and give information; to enlist cooperation and facilitate mutual understanding; as part of the coordination of the Statistical Section including overseeing, guiding and coaching staff, assigning tasks and evaluating performance.

Outside the Organization –

Contacts with a broad range of officials from Members countries, partners and other stakeholders to provide statistical information, to give advice and information and respond to queries; with participants to conferences, seminars, workshops and similar events to give information and respond to queries.

Required Qualifications

Education & Experience	<ul style="list-style-type: none"> - University degree in relevant field (statistics, economics, mathematics or related area) or equivalent professional experience. - Proven experience in data management, databases and statistical software. - Good knowledge and practical experience in statistical analysis and techniques, especially as applied to trade and agriculture. - Knowledge of global agricultural commodity markets with knowledge of the coffee market will be a key advantage. - Experience in drafting statistical reports and editing technical texts for publication would also be an asset.
Language(s)	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - Knowledge of at least one of the other official languages of the Organization (French, Portuguese and Spanish) would be an asset.
Specialised Knowledge	<ul style="list-style-type: none"> - Ability to establish and maintain good relations with staff, management and external contacts. - Initiative, methodical approach, tact and ability to work under pressure and to strict deadlines. - Good organizational skills and supervisory capabilities. - Experience in working in a multilateral and multi-cultural environment is highly desirable.

How to apply

- Interested candidates are invited to submit their CVs to ED@ico.org , by 31 March 2021 at the latest, referring to this advertisement.

Posting period:

- From 10.03.2021 to 31.03.2021
- ICO only accepts duly completed applications with a motivation letter and a Curriculum Vitae using:
 - o Can be downloaded
https://europass.cedefop.europa.eu/sites/default/files/ecv_template_en.doc
 - o or online and saved <https://europass.cedefop.europa.eu/editors/en/cv/compose>
 - o Your application will be acknowledged **only** in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.

- For further information please refer to: www.ico.org

No Fees:

- The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). The ICO does not request any information related to bank accounts.