



**INTERNATIONAL
COFFEE
ORGANIZATION**

Communications Consultancy Opportunity

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| Job title: | Communications Assistant - Junior Consultant |
| Section: | ICO Operations |
| Reporting to: | Head of Operations |
| Location: | ICO Headquarters, London |
| Contract information: | May-October 2019 |

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 which identified as 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 position is established within the framework of ICO's Five-Year Action Plan, with a particular emphasis on ICO communications activities and events.

Duties and Responsibilities

The incumbent will join the ICO Operations Section, which encompasses several areas of work including economics, statistics and communications, and will carry out duties under the supervision of the Secretariat and Communications Officer and report to the Head of Operations.

Specifically, the incumbent is responsible for the effective and efficient performance of the following duties

1. Promotional campaigns: Support the effective design and delivery of promotional campaigns, including International Coffee Day 2019;
2. Event coordination: Contribute to the effective preparation and delivery of ICO meetings and events, in particular those relating to International Coffee Day 2019;
3. Content creation: Contribute to the development of innovative ICO communications products (editorial writing, news writing, web content, social media, etc.);
4. Perform any other duties as may be assigned by the ICO, compatibly with the execution of duties 1-3 above.

Level and purpose of contacts

Inside the Organization: Contact with staff at all levels to exchange information on all aspects of communication related to the duties listed above.

Outside the Organization: Contact with ICO stakeholders (Government officials/diplomats, coffee industry representatives, NGOs and media) to respond to queries, including the management and delivery of targeted events and promotional campaigns including International Coffee Day (ICD2019).

| Skills and Behaviour | Required qualifications |
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| Education and Experience | <ul style="list-style-type: none">• Proven work experience in a range of communications activities, preferably at international level.• University degree in journalism, communications, public relations or other related field is an asset. |
| Language(s) | <ul style="list-style-type: none">• Excellent command of the English language, oral and written.• Knowledge of one of the other official languages of the Organization (French, Portuguese, Spanish) would be an asset. |

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| Specialised Knowledge | <ul style="list-style-type: none"> • Speaks and writes clearly and effectively. • Listens to others. • Correctly interprets messages from others and responds appropriately • Asks questions to clarify, and exhibits interest in having two-way communication • Tailors language, tone, style and format to match audience • Demonstrates openness in sharing information and keeping people informed • Establishes effective collaboration and partnerships with staff and external contacts at all levels, including those from different countries and cultures • Initiative, tact and ability to work under pressure and to strict deadlines • Good organizational skills and ability to work in teams. |
| Timelines | Assessment process |
| April 2019 | <ul style="list-style-type: none"> • Applicants are invited to submit a current cv and covering letter to friend@ico.org by 29 April 2019 |
| May 2019 | <ul style="list-style-type: none"> • The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided to be considered for the current opening. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. |