



**Post of Secretariat and
Communication Officer**

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting a Secretariat and Communication Officer.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below), a recent photograph and two references **not later than 20 December 2019**. 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.



SECRETARIAT AND COMMUNICATION OFFICER P-02/P-03

Posting Title:	Secretariat and Communication Officer
Grade Level:	P-02/P-03
Department/Office:	Operations Division
Duty Station:	London, United Kingdom with possibility of travel
Type of contract:	Fixed-Term – Locally recruited (1 year with possibility of extension)
Estimated Start Date:	As soon as possible
Closing Date for Application:	20 December 2019

Responsibilities

DUTIES AND RESPONSIBILITIES

The position is located within the Operations Division and the incumbent is responsible for liaising with ICO Member country representatives and other stakeholders, to organize the annual sessions of the International Coffee Council (ICC) and related or ad-hoc meetings and to handle the Organization's external and internal communications, except those under the direct responsibility of the office of the Executive Director.

The incumbent will work under the direct supervision of the Head of Operations to perform the following functions:

Secretariat and Liaison

1. Planning, organizing and managing annual meetings of the ICC, the supreme decision-making body of the ICO, and of other advisory bodies of the Organization, by providing support, including, but not limited to, gathering internal and external inputs, drafting agendas, liaising with the authorities of Member countries, intergovernmental organizations and other interested parties on all aspects relating to meetings of the ICO;
2. Assisting the Head of Operations in the organization of meetings with leading members of the world coffee sector; conferences, seminars and similar events such as the World Coffee Conference;
3. Attending ICO meetings and facilitating the drafting of documents, reports, speeches and summaries of meetings, as appropriate.

4. Dealing with matters relating to membership of the International Coffee Agreement, including: depositary functions; renegotiation of agreements; organizing meetings of working groups; and preparing documents, contacts and correspondence with governments and international organizations, as appropriate.
5. Proactively collaborating with other sections throughout the Organization to ensure and facilitate the efficient functioning of the Secretariat, with emphasis on the organization of ICC and other meetings, and contributing to and coordinating the preparation of documents.

Communication

1. Responsible for ICO external relations through:
 - a) Developing and maintaining effective contacts with the media and organizing regular press briefings during ICO meetings and/or when required.
 - b) Drafting and distributing press releases covering all ICO activities as required.
 - c) Managing, monitoring and developing ICO digital communications, including websites and social media platforms.
 - d) Developing content and design of ICO communications materials, including the Annual Review.
 - e) Developing concepts and realisation of promotional campaigns, including the annual International Coffee Day information campaign.
 - f) Providing the Permanent Secretariat function to ICO Committee/working groups as appropriate.

For both areas of work, performing other related responsibilities, as requested by the Executive Director or the Head of Operations, including replacing and/or backstopping for others within and outside the section as required.

Level and purpose of contacts

Inside the Organization –

Contacts with staff at all levels to exchange information and provide guidance, advice and briefing on the secretariat and communication activities; to enlist cooperation; and to facilitate mutual understanding.

Outside the Organization –

Contacts with a broad range of officials from Member countries, partners and other stakeholders, including media, to provide information, respond to queries; as related to the organization of meetings, seminars and workshops; and maintain/encourage positive relationships; to negotiate with service providers and suppliers as related to meetings and communication activities.

	Required Qualifications
Education and Experience	<ul style="list-style-type: none"> - University degree in Journalism, Communications, Public and Business Administration, International Affairs, Development Studies, Languages or related field. - Proven experience in event management for the organization of conferences, seminars, workshops and similar events, preferably at an international level. - Highly articulate and literate in both the written and spoken word and able to communicate complex ideas, including policy, economics and statistical concepts, concisely and intelligibly to both a professional and a lay audience. - Outstanding editing skills, preferably with journalistic and media experience. - Experience of managing a communication function preferably in an international policy environment, - Experience in effectively managing promotion and outreach through websites and social media. - Experience in dealing with the private sector and in working in a multi-cultural environment is a strong asset. - Exposure/knowledge of coffee sector or other commodities a strong asset.
Language(s)	<ul style="list-style-type: none"> - Excellent communications skills, both oral and written, in English (preferably as mother tongue). Fluency in 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"> - Initiative, methodical approach, tact, innovation and creativity. - Ability to work under pressure and to strict deadlines, as well as to deal with confidential issues. - Strong ICT practical skills and knowledge of web applications and social media. - Ability to establish and maintain good working relations with staff and external contacts, including government representatives, diplomats, the private sector and the media. - This is a wide-ranging role, which demands considerable flexibility, imagination and organizational abilities.

How to apply

The ICO only accepts duly completed applications with:

1. A motivation letter,
2. A curriculum vitae using one of the following templates:
https://europass.cedefop.europa.eu/sites/default/files/ecv_template_en.doc (to download)
or <https://europass.cedefop.europa.eu/editors/en/cv/compose> (online and saved),
3. A recent photograph,
4. Two references.

Only shortlisted candidates will be contacted.

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.