



**INTERNATIONAL
COFFEE
ORGANIZATION**

ED 2367/21

29 March 2021
English only

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Post of Secretariat Services Officer

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 Secretariat Services Officer.
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 18 April 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.



SECRETARIAT SERVICES OFFICER – P-1/P-2

Job Description

Posting Title:	Secretariat Services Officer
Department/Office:	Operations Division/Secretariat function
Duty Station:	London, United Kingdom
Level	P1/P2
Type of contract:	Fixed term
Estimated Start Date:	1 May 2021
Closing date for application	18 April 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 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 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, including relations with ICO Member states, public and private coffee stakeholders, organisation of ICO annual conferences and meetings and promotion of coffee, the ICO and its activities with members and stakeholders.

The position is within the ICO Operation Division to support achieving its Secretariat and external relations function, focusing on Strategic Goal 2: Using the Organization's convening power to provide a forum for dialogue between and within the public and private sectors.

Responsibilities

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of Operations, the incumbent is responsible for the following tasks to perform Secretariat Services:

1. Organize online/physical meetings of the International Coffee Council and other bodies of the Organization and providing support, including but not limited to:
 - a. Drafting agendas, documents and reports of meetings including notes and speeches for the chair of the International Coffee Council.
 - b. Maintaining the list of ICO Member contacts and supporting the process of credentials for meetings of the International Coffee Council.
 - c. Ensuring that interpretation is provided, when agreed for ICO meetings, by facilitating the contracting of highly qualified interpreters and technical support requirements in liaison with the ICO administration.
 - d. Liaising with ICO Members, as well as intergovernmental and non-governmental organizations, the private sector and other interested parties on all aspects relating to meetings of ICO.
 - e. Providing administrative and support to the Head of Operations for the organization of meetings with ICO Members and coffee stakeholders.
 - f. Attending and supporting ICO meetings, taking notes and drafting documents, reports and summaries of meetings, as appropriate.
2. Support the effective relation with the membership of the International Coffee Organization under the International Coffee Agreement, including:
 - a. Acting as first-line contact point for Members and fostering positive relations with current and future Members.
 - b. Ensuring the effectiveness of the function of the ICO as depositary of the International Coffee Agreement.
 - c. Supporting the Secretariat in the renegotiations of agreements, strategic plans and programmes including organizing online/physical meetings of working groups and preparing documents and correspondence with governments, coffee stakeholders and UN bodies and other development partners, as appropriate.
3. Proactively collaborate with other ICO sections throughout the Organization to ensure and facilitate the efficient functioning of the Secretariat and all related online/physical meetings and events, and for the preparation of the Annual Review and reports on the work of the Organization.
4. Liaise with and provide inputs to ICO staff/external consultants performing the Organization's communicating function, such as press/media contacts and releases, social media, website, etc.
5. Perform ad-hoc functions as required by the Head of Operations or the Executive Director.

Level and purpose of contacts

Inside the Organization –

Contacts with ICO staff and consultants at all levels to exchange information and provide guidance, advice and briefing on the Council Secretariat activities and events; to enlist cooperation; to facilitate mutual understanding.

Outside the Organization –

Contacts with a broad range of officials from Members countries, partners and other stakeholders 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 the secretariat function, meetings and communication.

Required Qualifications

Education & Experience	<ul style="list-style-type: none"> - University degree in a relevant discipline (e.g. Public and Business Administration, International Affairs, Development Studies, Languages or related field). - Experience in the organization of online/physical conferences, seminars, workshops and similar events preferably at international level interacting with different nationalities and languages. - In-depth experience of managing public or private organizations' Secretariat function effectively in a national or international environment. Exposure to commodities or trade-related matters would be an asset. - Proven ability to effectively and concisely draft policy documents, agendas, minutes and reports of meetings/events in English.
Language(s)	<ul style="list-style-type: none"> - Fluent spoken and written English and excellent communications skills, both oral and written. Working knowledge of at least one of the other official languages of the Organization (Spanish, Portuguese and French) would be an asset.
Specialised Knowledge	<ul style="list-style-type: none"> - Strong ICT practical skills and knowledge including websites and online meeting platforms. - Strong organizational skill to design and manage events and meetings. - Ability to establish and maintain good working relations with external contacts especially at governmental/policy levels. - Initiative, methodical approach, tact, ability to work under pressure and to strict deadlines, as well as deal with confidential issues. - This is a wide-ranging role that will demand considerable flexibility, imagination and organizational abilities.

How to apply

- Interested candidates are invited to submit their CVs to ED@ico.org , by 18 April 2021 at the latest, referring to this advertisement.
- Posting period:**
- From 29.03.2021 to 18.04.2021
 - The ICO only accepts duly completed applications with a motivation letter and a Curriculum Vitae using:

- Can be downloaded
https://europass.cedefop.europa.eu/sites/default/files/ecv_template_en.doc
 - or online and saved <https://europass.cedefop.europa.eu/editors/en/cv/compose>
 - 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.