



**INTERNATIONAL
COFFEE
ORGANIZATION**

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International Coffee Council
129th Session
15 and 16 April 2021
London, United Kingdom

**Council Decision on the appointment of the
Executive Director:**

- **Procedures and schedule**
- **Terms of reference**

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 129th Session on 15 and 16 April 2021. 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 or by post to the Head of Finance and Administration, International Coffee Organization, 222 Gray's Inn Road, London WC1X 8HB, no later than **30 July 2021**. 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 Members and posted on the ICO website.

COUNCIL DECISION ON THE APPOINTMENT OF THE EXECUTIVE DIRECTOR

Taking into account the expiration of the term of appointment of the Executive Director on 30 April 2022, the Council establishes the following terms of reference and procedures for the appointment of a new Executive Director:

Procedures and schedule

Requests Member Governments to use transparent processes to encourage suitable candidates to indicate their interest in the position, taking into account the terms of reference attached as Annex I. Candidates for the position must be endorsed by a Member Government and only one candidate can be endorsed by each Member Government.

Requests Member Governments to forward names of endorsed candidates, together with curricula vitae and personal letters of motivation, the combined length of which shall not exceed five pages, to the Secretariat, no later than 30 July 2021.

Requests the Finance and Administration Committee to hold an intersessional meeting during the week of 30 August to 3 September 2021 to ensure that the candidates for the post of Executive Director have met the criteria as set out in the Terms of Reference (Annex I).

Requests the Secretariat to compile the names of all candidates and distribute this list to Members in the documents for the intersessional meeting of the Finance and Administration Committee.

Requests the Secretariat to organize video sessions with the qualified candidates to present their platforms at an extraordinary session of the Council on a date to be determined. Presentations should address the present and future role of the ICO in the coffee sector and the candidate's ability to lead the Organization to achieve the objectives of the Agreement. The video sessions will be recorded, and should last a maximum of 30 minutes each. Each presentation will be followed by a question and answer session, which will also last for a maximum of 30 minutes. The video sessions will be open to all interested Members, and will take place between September 2021 and February 2022.

Following the completion of the procedure as outlined above, the Council shall consider and decide on the appointment of the Executive Director at the Council Session from 28 March 2022 to 1 April 2022.

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. Only one candidate per country can be endorsed.

(b) Background

Candidates shall have earned at least one University Degree from a recognized University or Institution of Higher Education.

(c) Professional experience

Candidates shall have at least fifteen (15) years professional experience with a demonstrated minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience in fundraising and the management of projects is desirable. Experience within the field of agricultural commodities, and in particular coffee, will be considered an added advantage. Work experience in international forums is desirable.

(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.

(f) Term of office

The initial contract shall be for a period of five (5) years, with the possibility of renewal for only one five-year additional term.

(g) Remuneration

The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. This salary will be equivalent to the USG (Under Secretary General) level on the United Nations salary scale

(h) Other benefits

The Executive Director is entitled to a Personal Representation Allowance of £5,000 per annum.

The Executive Director is also entitled to other allowances and benefits applicable under the Staff Regulations and Staff Rules to internationally recruited staff.