



Food and Agriculture Organization of the United Nations

## Professional Vacancy Announcement No: IRC3327

**Issued on:** 19 December 2016

**Deadline For Application:** 16 January 2017

<b>Position Title:</b>	SENIOR CONFERENCE OFFICER	<b>Grade Level:</b>	<b>P-5</b>
		<b>Duty Station:</b>	<b>Rome, Italy</b>
<b>Organizational Unit:</b>	CPACD	<b>Duration *:</b>	<b>Fixed term: two years with possibility of extension</b>
		<b>Post Number:</b>	<b>0026719</b>
		<b>CCOG Code:</b>	<b>1A04</b>

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

### Organizational Setting

The Conference, Council and Government Relations Branch (CPAC) carries out secretariat functions for the Conference and Council and other FAO Governing and Statutory Bodies; facilitates relations with Members; and produces official correspondence between the Organization and its Members through the Web and established channels of communication.

### Reporting Lines

The Senior Conference Officer reports to the Director, CPA.

### Technical Focus

Provide support to ensuring Governing Body Secretariat functions in the form of advice on the planning, conduct, staffing and voting procedures of Governing and Statutory Body meetings.

### Key Results

Ensure FAO Governance procedures set out in the Basic Texts are strictly adhered to; guaranteed on-time delivery of CPA programmes, products and services and the development of related policies and specialized tools and systems.

### Key Functions

- Leads projects and/or work teams, leads and/or participate on Office teams, provides services and/or professional expertise on Organization-wide committees and working groups and represents FAO at inter-agency meetings;
- Plans and delivers programmes, products and services including related policies, systems and tools to facilitate the effective management of governance and conference related services;
- Analyzes information, data, statistics, relativities, trends, problems, and/or issues to support effective conference related services delivery, new initiatives, and the preparation of plans, strategies, reports, policies and/or other products;
- Provides specialist advice and expertise to internal and external partners on specific or complex governance cases, policy interpretation issues and/or best practices, etc.;
- Manages special projects and provides guidance to consultants for the development and implementation of new products, tools, and systems;
- Develops information, training materials and products to increase understanding of programmes, services and policies, promotes capacity development;
- Develops relevant performance criteria and indicators to evaluate programmes, products and services.

### Specific Functions

- Coordinates the planning, operating and servicing of all sessions of the Conference and Council, including the conduct of proceedings, voting and elections for Governing and Statutory Bodies.
- Ensures the preparation of the provisional agenda, processing and web posting of all pre- and in-session documents.
- Maintains liaison with representatives of Member Nations on Conference, Council and other governance matters, and on actions arising there from.

- Ensures the proper preparation, clearance and processing of all official correspondence from the Director-General to Governments, international organizations and individuals on matters concerned with policy issues, the Governing Bodies and FAO meetings.
- In collaboration with the Secretariats of Council Committees and the Office of Support to Decentralization (OSD), leads the preparation of Council Committee Sessions and Regional Conferences, providing advice to concerned Departments on the organization of statutory body meetings.
- Supervises content management of the password protected area of the Members Gateway, with particular regard to messages to Members;
- Ensures that data contained in the Governing and Statutory Bodies Web site is accurate and in keeping with the requirements of Members;
- Provides secretariat support to the Independent Chairperson of the Council.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree in Political Science, Law, Public Administration or related Social Sciences.
- Ten years of relevant experience in the organization and management of international or other major organizational conferences
- Working knowledge (Level C) of two of the following languages: English, French, Spanish

### Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Relevance and extent of experience in organizing and managing all aspects of international or major organizational conferences
- Extent and relevance of experience in planning and managing human and financial resources
- Extent and relevance of experience liaising and negotiating with Embassies and government representatives
- Extent and Relevance of experience in the preparation of agendas and pre- and in-session meeting documentation
- Demonstrated experience in drafting reports and documents in the required languages
- Extent of knowledge of the UN System is considered an asset

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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## ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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## REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**