



Executive Secretary P-01/P-02

Posting Title:	Executive Secretary
Grade Level:	P-01/P-02
Department/Office:	Office of Executive Director
Duty Station:	London, United Kingdom
Type of contract:	Fix-term - Locally recruited (one year with possibility of extension)
Estimated Start Date:	As soon as possible
Closing Date for Application:	21 October 2022

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.

ICO Member Governments represent 93% of the world's coffee production and around two-thirds of world consumption, providing a unique forum for the global coffee community.

Responsibilities

DUTIES AND RESPONSIBILITIES

Within the framework of the delegated authority, the incumbent is assigned all or part of the following responsibilities:

Office of the Executive Director

1. To play a key role in the efficient organization and functioning of the Office of the Executive Director, including but not limited to: screening calls and visitors, assuring appropriate protocol is maintained; prioritising incoming messages, emails, faxes and correspondence, exercising discretion and maintaining confidentiality, identifying and highlighting issues in documents requiring action by the Executive Director, on own initiative drafting correspondence and documentation for the Executive Director in English, French, Spanish and/or Portuguese or requesting translation from the Documents Section; maintaining the Director's diary as well as Intranet calendar of appointments; and ensuring the smooth running of the office by briefing other senior staff, as appropriate.
2. To draft, revise and as necessary edit and/or finalize lectures and presentations for the Executive Director, documents for governing bodies' meetings and other meetings.
3. As delegated, to liaise with representatives of Members and other key partners and stakeholders to ensure that background information material is obtained /provided so that the Executive Director and/or other senior staff are prepared for meetings, highlighting relevant issues and/or drawing their attention to politically sensitive issues and those requiring immediate attention/action.
4. To check correspondence submitted for the Executive Director's approval or signature, ensuring consistency, accuracy and compliance with in-house style and presentation, editing or returning such as appropriate.
5. To convene internal and external meetings, preparing and circulating the agenda, attending meetings, and drafting minutes, compiling and providing references and background information, as necessary; to provide support to the Executive Director with particular attention to searching and obtaining references and background information on the spot, and following-up on actions to be taken and/or decisions to be implemented.

General Responsibilities

1. To organize all aspects of official travel for the Executive Director and other staff as appropriate, namely visa, requesting and verifying briefing files and documents in a timely manner.
2. To organise all aspects of lunches, coffee/tea and receptions, including but not limited to list of visitors in the office
3. Perform other related responsibilities, including replacing and/or backstopping for other within and outside the team

Level and purposes of contacts

Inside The Organization

Contacts with staff at all levels to exchange information as related to the Executive Director's instructions/requirements. To provide advice on protocol matters as related to contacts outside ICO. To enlist cooperation and facilitate mutual understanding and ensure the smooth running of the ED's Office.

Outside the Organization

Within the delegated authority, contacts with a broad range of officials from Members, partners and other stakeholders for fund raising to obtain and provide information

	Required Qualifications
Education and Experience	<ul style="list-style-type: none">- Full secretarial qualifications complemented by a first university degree in administration or a relevant field or equivalent in academic preparation.- Good knowledge of the IT systems of the Organization (MS365, Excel, Word, Power Point)
Language(s)	<ul style="list-style-type: none">- Excellent command of the English language, oral and written, and a good knowledge of one, preferably two of the official languages of the Organization (Spanish, Portuguese and French).
Specialized Knowledge	<ul style="list-style-type: none">- Ability to deal with and make arrangements for visitors at all levels and to establish good working relations with staff and external contacts.- Ability to deal with matters of a confidential nature.- a sound secretarial and administrative training and experience- Flexibility regarding working hours and tasks to be performed and ability to work under pressure.

How to apply

The ICO only accepts duly completed applications sent to ed@ico.org by 21 October 2022 with:

1. A motivation letter,
2. A curriculum vitae using one of the following templates: <https://europa.eu/europass/en> or <https://europass.cedefop.europa.eu/editors/en/cv/compose> (online and saved),
3. Two references.

Only shortlisted candidates will be contacted.

For further information please refer to: www.ico.org

No Fee: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.