



Job Description

Posting Title:	Junior Professional Officer (Sustainability and Partnerships)
Department/Office:	Operations Division
Duty Station:	London, United Kingdom
Level	P2 (UN Common System)
Type of contract:	Fixed-term, 2 years with possibility of extension ¹

About the International Coffee Organization

The International Coffee Organization (ICO) is a knowledge-based international organization, established in 1963 under the aegis of the United Nations following the approval of the first International Coffee Agreement in 1962. The ICO is the only intergovernmental organization for coffee, bringing together exporting and importing Governments. It currently represents 94% of world coffee production and 64% of world consumption. The mission of the Organization is to strengthen the global coffee sector and promote its sustainable expansion in a market-based environment for the benefit of all actors in the Coffee Global Value Chain (C-GVC). The ICO provides a unique forum for dialogue among governments, the private sector, development partners, civil society and all coffee stakeholders to tackle the challenges facing the sector through international cooperation and to nurture opportunities.

The Organization collects and compiles independent official statistics on coffee production, trade and consumption; supports the development and funding of technical cooperation projects and public-private partnerships; and promotes sustainability and coffee consumption. It facilitates the coffee sector's contribution to the achievement of the United Nations Sustainable Development Goals (SDGs) to increase the resilience of local communities and coffee farmers, in particular smallholders, and enable them to benefit from coffee production and trade, which can in turn contribute to poverty eradication by providing a living income for families.

The Operations Division

The Operations Division is responsible for day-to-day operations, the execution of the ICO annual programme of activities and for servicing the International Coffee Council and related technical committees. It encompasses four main functions: i) Statistics, including data collection, management, analysis and reporting; ii) Economic Research and Analysis, including the publication of the ICO Coffee Development Report (CDR) and development, fundraising and monitoring of technical cooperation projects, as well as promotion of consumption; iii) Secretariat, External Relations and Communications, covering relations with ICO Member states, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and external communications to promote the ICO and its activities with Members, coffee stakeholders, development partners and the media; and iv) Sustainability and Partnerships, including the operation of the Coffee Public-Private Task Force (CPPTF) and its Technical Workstreams.

Responsibilities

TECHNICAL FOCUS

¹ The length of appointment for internal ICO candidates will be established in accordance with applicable policies pertaining to the extension of appointments.

The Junior Professional Officer will carry out ICO tasks related to strategic and operational policy-related work on the livelihoods and living income of coffee smallholder farmers, with a focus on African coffee producing countries.

DUTIES AND RESPONSIBILITIES

The position is within the Operations Division and its Sustainability and Partnerships function. The incumbent will work under the Head of Operations and the direct supervision of the Coordinator of the Coffee Public-Private Task Force² (CPPTF), liaising operationally with the Statistics and Economics units.

The main responsibilities of the JPO will include:

1. Carrying out field and desk research and methodological development on the sustainability of agri-businesses and the C-GVC and helping to monitor work by the ICO, other organizations and academia on:
 - (a) Social sustainability, covering living income and livelihoods of coffee farmers and families, compliance with social, labour, human rights and occupational health and safety standards and regulations;
 - (b) Benchmarking of LI in coffee producing countries (CPCs);
 - (c) Design, implementation and monitoring and evaluation of programmes to close the living income gap in CPCs;
 - (d) Contributing to the preparation of various written outputs, e.g. project documents, job descriptions/ToRs, draft background papers, analytical notes, sections of reports and studies, inputs for publications, etc.
2. Supporting the operationalization and monitoring of ICO partnerships with other international organizations/UN, academia, NGOs and coffee public and private sector stakeholders and organizations;
3. Assisting with the coordination of the CPPTF and ICO Members: governments and private sector companies representatives, as well as with international development partners, civil society organizations and academia by:
 - (a) Providing support with the operation, monitoring and evaluation of the CPPTF, tracking progress towards Roadmap targets and indicators in collaboration with relevant stakeholders;
 - (b) Building strong partnerships among diverse stakeholders, and leveraging and mobilizing support for the achievement of the CPPTF Roadmap;
 - (c) Planning and holding online and in-person meetings of the CPPTF and its Technical Workstreams and of the coffee CEO and Global Leaders Forums held annually alongside sessions of the International Coffee Council;
 - (d) Integrating technical inputs of the CPPTF and Technical Workstreams and external consultants.
4. Assisting with the preparation of technical/financial reports/presentations related to ICO and CPPTF operations, with a special focus on sustainability and partnerships, liaising with the Operations and Finance and Administration Divisions and the Office of the Executive Director.
5. Performing other related duties and ad-hoc assignments as required.

Level and purpose of contacts

Inside the Organization

Contacts with staff at all levels to provide research inputs and advice on all aspects related to partnerships and social sustainability to obtain and provide information, enlist cooperation, facilitate mutual understanding, and report on the preparation of ICO publications, events and attendance of external events and information requests.

Outside the Organization

² Upon the entry into force of the International Coffee Agreement 2022, the CPPTF will be replaced by the Coffee Public-Private Working Party (CPPWP).

<p>Contacts with a broad range of officials from Member countries, representatives of the private sector, development partners and other stakeholders to help provide information and respond to queries, in addition to contacts with participants in conferences, seminars, workshops and similar events.</p>	
Required Qualifications	
Education & Experience	<ul style="list-style-type: none"> - University degree in relevant field (preferably in social, agricultural or economic and environmental sciences, sustainability or related area). - At least two years of professional experience in project development, management, monitoring and implementation in private companies, non-governmental organizations, consulting firms, or government entities, preferably related to supply chains and agri-business.
Language(s)	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - 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"> - Knowledge of ESG practices and sustainability, preferably related to social and economic dimensions. - Experience with public-private partnerships would be an asset. - Conceptual, analytical and writing skills. - Ability to establish and maintain good relations with staff, management and external contacts. - Initiative, methodical approach, tact and ability to work under pressure and to strict deadlines.

Training and learning opportunities	
Training Components	<p>Discussions on training needs will be carried out at the beginning of the assignment to identify areas of possible development in line with the needs of the ICO and the interest of the candidate. Based on this, a training plan will be developed which will be monitored on a regular basis to ensure that needs are met.</p>
Learning	<p>At the end of the two-year assignment, the JPO should have:</p> <ul style="list-style-type: none"> - Very good knowledge of the ICO mandate and policy/diplomatic context and its operations - Good understanding of ICO scope of work, tools, strategies and best practices. - Technical knowledge in the field of sustainability and partnerships and on economics, statistics, and development projects. - General understanding of coffee Global Value Chains and of the world of commodities - Increased or acquired general knowledge of the role and function of intergovernmental organizations, policies, rules, regulations and procedures.