



Food and Agriculture Organization of the United Nations

Vacancy Announcement No:

Issued on:

Deadline For Application:

Position Title:	Junior Professional Officer (Food Standards)	Grade Level:	P-2
		Duty Station:	Rome, Italy
Organizational Unit:	CJWC (CODEX Secretariat)	Duration *:	Fixed term, 1 year with possibility of extension
		Post Number:	
		CCOG Code:	1E02

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

- **FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture**
- **Qualified female applicants, qualified nationals of non-and underrepresented Members and persons with disabilities are encouraged to apply**
- **Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values**
- **FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination**
- **All selected candidates will undergo rigorous reference and background checks**
- **All applications will be treated with the strictest confidentiality**
- **FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.**

FAO's commitment to environmental sustainability is integral to our strategic objectives and operations.

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to more efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

Organizational Setting

The Secretariat of the Joint FAO/WHO Codex Alimentarius Commission, which is the executive organ of the Joint FAO/WHO Food Standards Programme, is located in the Joint FAO/WHO Centre, CODEX Food Standards and Zoonotic Diseases (CJW). The Secretariat is under the programmatic responsibility of the relevant Deputy Director-General, and Assistant Directors-General of FAO and WHO respectively, as well as the Chief Scientist of FAO, while administratively under the supervision of the FAO Deputy Director-General of Natural Resources and Sustainable Production.

The Secretariat is administered in accordance with the rules and regulations of FAO. It services the sessions of the Commission and its subsidiary bodies and acts as liaison between the Commission and interested sectors of FAO and WHO as well as the World Trade Organization (WTO), other organizations of the United Nations, and other international governmental and non-governmental organizations concerned with the consumer protection, quality and trade aspects of food standards.

The post is located at the Secretariat of the Joint FAO/WHO Codex Alimentarius Commission (CJWC) at FAO headquarters, Rome, Italy.

Technical Focus

The Junior Professional Officer (Food Standards) will support the effective and appropriate implementation of Codex meetings and the supply and distribution of information to support the work and needs of the Codex Secretariat.

Reporting Lines

The Junior Professional Officer (Food Standards) reports to a Senior Food Standards Officer.

Key Results

Production of technical analysis and documents related to the work of Codex and provision of relevant technical input

to meetings, reports and requests.

Key Functions

- Collects and analyzes relevant technical and institutional information, data and/or statistics to support the delivery of programme projects, products and services.
- Undertakes analysis, provides technical input for plans and reports and edits/revises technical/scientific/meeting documents.
- Participates in the development of improved work methods, tools and systems.
- Updates databases and web pages.
- Participates on multi-disciplinary project/work teams.
- Collaborates in the development of training tools and materials and the organization of workshops/seminars etc.
- Participates in the organization, conduct and follow-up of meetings, consultations and conferences, the development/production of required materials and the provision of information and assistance to partners.

Specific Functions

- Provides support to the work of the various technical and regional subsidiary bodies of the Commission concerned with the development of food standards and related texts for the protection of consumers' health and the facilitation of fair practices in the food trade, including the preparation of agendas, working documents, transcripts and reports of the session.
- Assists in the preparation of the final standards drafted by these bodies for publication following their adoption by the Commission.
- Provides support to the preparation of working documents and reports for the Commission and its Executive Committee.
- Liaises with FAO and WHO on the work of international expert bodies convened to provide scientific or technical advice to the Codex Alimentarius Commission; and
- Provides support to the provision of information or capacity development activities in response to requests to the Codex Secretariat from governments or other interested parties concerning Codex standards and related matters.
- Assists with content for the Codex databases and webpages; and
- Other duties as need be.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree (Master's degree or equivalent) in food science, chemistry, biochemistry, microbiology or veterinary or public health, or a related field.
- Three years of relevant experience in the development and application of food standards and/or food control programmes at national or international level.
- Working knowledge (proficiency - level C) of English and intermediate knowledge (intermediate proficiency - level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field position.
- Scope and depth of experience in food standards development and food control in relation to food safety and quality.
- Extent of overall understanding of the work of the Codex Alimentarius Commission.
- Experience in an international standard setting environment or similar.
- Ability to write clear and concise reports.
- Extent and relevance of experience in the preparation, editing and revision of technical/scientific documents.

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

