



Food and Agriculture Organization of the United Nations

VACANCY ANNOUNCEMENT N°: 2002681

Issued on: 20 November 2020

Deadline For Application: 10 January 2021

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| POSITION TITLE: | Secretary, Commission on Phytosanitary Measures of the International Plant Protection Convention (IPPC) | GRADE LEVEL: | D-1 |
| ORGANIZATIONAL UNIT: | Plant Production and Protection Division (NSP) | DUTY STATION: | Rome, Italy |
| | | DURATION: | Fixed term: two years with possibility of extension |
| | | POST NUMBER: | 2008210 |
| | | CCOG CODE: | 1A |

- [FAO is committed to achieving workforce diversity in terms of gender and nationality](#)
- [People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase](#)
- [All applications will be treated with the strictest confidentiality](#)
- [The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization](#)

Organizational Setting

The International Plant Protection Convention (IPPC) was established under Article XIV of the FAO Rules, and has the purpose of securing common and effective action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control. The contracting parties to the IPPC undertake to adopt the legislative, technical and administrative measures specified in this Convention and in supplementary agreements. The Commission on Phytosanitary Measures (CPM) is the highest Governing Body of the IPPC. Article XII of the IPPC states that “*The Secretary of the Commission shall be appointed by the Director-General of FAO.*”

Reporting Lines

Under the overall guidance of the concerned Deputy Director-General and the general supervision of the Director, NSP, the Secretary shall be responsible for the duties as outlined in the Convention. The Secretary is responsible for managing the IPPC Secretariat; for ensuring the implementation of the IPPC work programmes in the different areas of activities; for supporting, the Commission’s sessions, its subsidiary bodies and other working groups; and for liaison between FAO and IPPC’s highest governing body CPM (Commission for Phytosanitary Measures).

Summary of Duties and Functions

- formulate and implement the IPPC strategic framework, work programmes and policies as agreed upon by the CPM in consultation with the CPM Bureau and units concerned in FAO; monitor new issues, concerns and developments in the field of plant health and develop proposals for possible action;
- manage the human and financial resources of the Secretariat and the CPM within resources provided by FAO, and any extra-budgetary resources;
- manage the preparation and editing of the reports issued by the CPM, its subsidiary bodies and other working groups, as well as other publications produced by the Secretariat in its different areas of activities and ensure the publication and dissemination of the standards, reports and documents which have been adopted by the CPM;
- promote the IPPC at the international, regional and national level, especially with regard to attracting financial, staff and/or other contributions to its work programme by providing communication, fund-raising, and promotion strategies for the IPPC, designing and implementing a publication plan for the IPPC;
- Represents the IPPC in its relations with the media, non-governmental organizations and private sector;
- facilitate the governance and further development of the IPPC electronic certification tool (the ePhyto Solution) and any future collaborative efforts related to electronic certification and/or data;
- ensure the development and maintenance of appropriate tools for the exchange of information among members and between members and the Secretariat;
- monitor the implementation of the IPPC and its International Standards for Phytosanitary Measures (ISPMs);
- ensure the coordination and delivery of technical assistance for phytosanitary capacity building;
- represent the IPPC and liaise with the World Trade Organization, the Convention on Biological Diversity, the Biodiversity Liaison Group, the Standards and Trade Development Facility, and other international governmental, non-governmental and regional organizations relevant to the goals of the IPPC;
- report on all these matters annually to the CPM;
- perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Natural Sciences or Agriculture with a specialization in a subject relevant to plant protection;
- Demonstrated management and technical leadership at a senior level of responsibility and well-developed communication, persuasion, mitigating and analytical skills;

- Minimum twelve years of relevant/cognitive experience in an agricultural setting including plant protection and phytosanitary-related areas;
- High sense of responsibility and accountability;
- Working knowledge of English and limited knowledge of one of the other official languages of FAO (French, Spanish, Chinese, Arabic or Russian).

Technical/Functional Skills

- Demonstrated familiarity with the functions and working processes of IPPC governing bodies, of ISPM's setting and implementation, and of trade-related Phytosanitary issues;
- Experience in Phytosanitary programmes at national, regional or international level, and the elaboration of International Standards for Phytosanitary Measures (ISPMs), guidelines and regulations;
- Ability to develop and maintain professional contacts with senior governmental and non-governmental (including private sector) officials;
- Comfortable with and willingness to make maximum use of advanced communication technologies. Agreeable to making use of alternative work environments in certain conditions;
- Knowledge and working experience with intergovernmental bodies, governmental services, international non-governmental organizations and industries operating in the field of plant protection.

Leadership Competencies

Results focus: Takes accountability for the delivery of agreed results in service of FAO's Strategic Framework

Leading, engaging and empowering others: Coordinates, directs, facilitates and recognizes team efforts; creates an enabling environment and assists others to realize and develop their potential

Communication: Encourages and contributes to clear and open communication

Partnering and Advocating: Promotes ideas and develops partnerships to advance the Organization's work

Knowledge sharing and continuous improvement: Continually seeks to improve the knowledge, skills and work processes of oneself and others

Strategic thinking: Makes informed and coherent decisions aligned with broader goals and strategies

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

- FAO is committed to achieving workforce diversity in terms of gender and nationality
- People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase
- FAO does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.
- All applications will be treated with the strictest confidentiality.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

GENERAL INFORMATION

- FAO reserves the right not to make an appointment.

CONDITIONS OF SERVICE

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

Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization.

This includes:

- elements of family-friendly policies
 - flexible working arrangements
 - standards of conduct.
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HOW TO APPLY

- To apply, visit the recruitment website at Jobs at FAO and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills.
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list;
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Only applications received through the FAO recruitment portal will be considered;
- We encourage applicants to submit the application well before the deadline date.

Selection for this position will follow a transparent and very competitive process which may entail different steps, including submission of written test/essay, different stages of interviews (with managers and high level panel), and a presentation on a given topic relevant to the role.

If you need help, or have queries, please contact: Careers@fao.org

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