



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2421/22

7 October 2022
English only

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Post of Executive Secretary

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Executive Secretary.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 21 October 2022**. Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.



**INTERNATIONAL
COFFEE
ORGANIZATION**

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: Fixed term - Locally recruited (one year with possibility of extension)

Estimated Start Date: Immediate

Closing Date for Application: 21 October 2022

About the International Coffee Organization

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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.

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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; drafting correspondence and documentation for the Executive Director on own initiative in English, French, Spanish and/or Portuguese or requesting translation from the Documents Section; maintaining the Executive 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 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 visas, 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. To make contact with a broad range of officials from Members, partners and other stakeholders for fundraising under the ED's instruction and supervision
4. To perform other related responsibilities, including replacing and/or backstopping for others within and outside the team

Level and purposes of contacts

Inside The Organization

Contacts with staff at all levels to exchange information related to the Executive Director's instructions/requirements. To provide advice on protocol matters 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 fundraising to obtain and provide information.

	Skills and required qualifications
Education and experience	<ul style="list-style-type: none"> - Full secretarial qualifications complemented by a 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. - 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 will only accept 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.



INTERNATIONAL
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ORGANIZATION

ED 2422/22

7 October 2022
English only

E

Post of Associate Statistician

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Associate Statistician.
2. The job description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 21 October 2022**. Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
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INTERNATIONAL
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ORGANIZATION

Associate Statistician P-01/P-02

Posting Title: Associate Statistician

Grade Level: P-01/P-02

Department/Office: Operations Division/Statistics Section

Duty Station: London, United Kingdom

Type of contract: Fixed term - Locally recruited (one year with possibility of extension)

Estimated Start Date: Immediate

Closing Date for Application: 21 October 2022

About the International Coffee Organization

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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.

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The Operations Division

The Operations Division is responsible for the day-to-day operations of the ICO. It encompasses four main functions:

- Statistics including data collection, management, analysis and reporting;
- Economic research and analysis including the publishing of the ICO Coffee Development Report (CDR);
- Sustainability and Public-Private Partnerships, including development, fundraising and monitoring of technical cooperation projects;
- Secretariat and Communication, 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 and stakeholders.

The position is within the ICO Statistics Section established within the Operations Division to support achieving of the ICO Strategic Goal 1: Delivering world-class data, analysis and information to the industry and policy-makers. The ICO Statistics Section encompasses several specific areas related to collection, quality control, processing and dissemination of production, consumption and trade data (including exports, imports, re-exports, non-member data and certificates of origin and prices (indicators, futures, prices to growers, retail/wholesale prices).

Responsibilities

DUTIES AND RESPONSIBILITIES

The incumbent, under the direct supervision of the Statistical Coordinator and reporting to the Head of Operations, providing assistance in the implementation of the annual work programme in the area of statistics and is assigned all or part of the following responsibilities

The main responsibilities are:

1. Contributing to the timely collection, estimation, processing and dissemination of statistical data and information on the global coffee sector:
 - a. Inputting data on prices, inventories, trade and other indicators to the statistical database on a daily, weekly and monthly basis
 - b. Within the delegated authority, responding to internal and external requests for information, and maintaining and updating web pages
 - c. Reaching out to and update ICO statistical contacts to ensure effective provision of data
 - d. Supporting the improvement of recurring collection and reporting processes by refining code and creating documentation
 - e. Preparing datasets for analysis, including merging, cleaning and recoding data
 - f. Analysing historical datasets to find outliers and anomalies, as well as documenting and correcting known data quality issues.
2. Assist in the collection, processing and dissemination of statistical data, including but not limited to the preparation of written and oral reports to ICO committees, Secretariat and other interested parties and key stakeholders including drafting or contributing to the Coffee Market Report, Monthly Trade Statistics, Coffee Development Report and other mandatory or ad-hoc statistical reports.
3. Assist in engaging and promoting effective collaboration with a broad range of providers of statistical data on coffee, with emphasis on liaising with representatives of Member States, intergovernmental organizations, trade associations, data subscription services, commodity exchanges and private companies.
4. Contributing to the development, implementation, management and maintenance of the ICO World Coffee Statistical Database and liaising with external service providers
5. Contributing to the development of techniques and procedures for the enhanced collection, compilation, presentation and dissemination of statistical data including identification of suitable ICT solutions for the Statistics Section and the Operations Division.

6. Performing other related duties as assigned, including replacing and/or backstopping for others within and outside the section.

Level and purpose of contacts

Inside the Organization

Contacts with staff at all levels to provide advice and briefing on all aspects of statistical matters; to obtain and give information; to enlist cooperation and facilitate mutual understanding; as part of the coordination of the Statistical Section including overseeing, guiding and coaching staff, assigning tasks and evaluating performance.

Outside the Organization

Within the delegated authority, contacts with a broad range of officials from ICO Members, partners and other stakeholders to collect and provide statistical information and respond to queries; with participants to conferences, seminars, workshops and similar events to give information and respond to queries.

Skills and required qualifications

<p>Education and experience</p>	<ul style="list-style-type: none"> - University degree in relevant field (statistics, economics, mathematics or related area) or equivalent professional experience. - Knowledge and practical experience in statistical analysis and techniques, especially as applied to the global coffee market statistics, especially handling export, imports and re-exports data, trade and agriculture. - Experience in drafting statistical reports and editing technical texts for publication would also be an asset. - Proven knowledge of ICT systems and specifically with regards to development and management of online statistical databases and websites would be required.
<p>Language(s)</p>	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - Knowledge of at least one, preferably two, of the other official languages of the Organization (Spanish, Portuguese and French).
<p>Specialized knowledge</p>	<ul style="list-style-type: none"> - 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. - Good organizational skills and supervisory capabilities. - Experience in working in a multilateral and multi-cultural environment is a highly desirable.

How to apply

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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.



INTERNATIONAL
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ED 2423/22

7 October 2022
English only

E

Post of Office Assistant

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Office Assistant.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 21 October 2022**. Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.



**INTERNATIONAL
COFFEE
ORGANIZATION**

Office Assistant G-04/G-05

Posting Title:	Office Assistant
Grade Level:	G-04/G-05
Department/Office:	Administration Division
Duty Station:	London, United Kingdom
Type of contract:	Fixed term - Locally recruited (one year with possibility of extension)
Estimated Start Date:	Immediate
Closing Date for Application:	21 October 2022

About the International Coffee Organization

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Responsibilities

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Head of Finance and Administration and within the framework of the delegated authority, the incumbent is assigned all or part of the following responsibilities.

General:

1. Deal with all aspects of reception activities and security services of the Organization.
2. Maintain organization of the offices, cabinets, bookshelves and equipment via cleaning and storage.
3. Assist with a series of tasks as required and provide support to the Office of the Executive Director as related to administrative work, as required.
4. Provide support on various aspects of meeting facilities and related services for the Organization's meetings.
5. Control use of office stationery and cleaning supplies.
6. Handle errands such as trips to post offices, banks, public services and shops as required.
7. Perform other related responsibilities, including replacing and/or backstopping for others within and outside the section, as required.

Level and purpose of contacts

Inside the Organization

Contacts with staff at all levels to provide information on all aspects of the duties and responsibilities, particularly as related to reception and security, meeting facilities and related services, office stationery and other products, and errands handled with discretion and courtesy while promoting mutual understanding. Seeking advice from supervisor using common sense.

Outside the Organization

Within the delegated authority, contacts with a broad range of official visitors, local authorities, and a broad range of suppliers and service providers, as well as counterparts from international organizations/agencies to exchange information.

	Skills and required qualifications
Education and Experience	- Completion of secondary education complemented by work experience in similar positions in an international or large organization.
Language(s)	- Excellent command of the English language, oral and written. - A working knowledge of at least one of the other official languages or the Organization (Spanish, French and Portuguese) is desirable.
Specialized Knowledge	- Ability to establish and maintain good working relations with staff at all levels, visitors and external contacts. - Knowledge of secretarial work an advantage and working level of IT skills in MS365, Word, Excel. - Flexibility in working hours and the ability to work under pressure and time constraints.

How to apply
<p>The ICO will only accept duly completed applications sent to ed@ico.org by 21 October 2022 with:</p> <ol style="list-style-type: none">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. <p>Only shortlisted candidates will be contacted. For further information please refer to: www.ico.org</p>
<p>No Fees:</p> <p>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.</p>



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2424/22

7 October 2022
English only

E

Post of Finance Officer

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Finance Officer.
2. The job description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 21 October 2022**. Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
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INTERNATIONAL
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ORGANIZATION

FINANCE OFFICER P-01/P-02

Posting Title: Finance Officer

Grade Level: P-01/P-02

Department/Office: Finance and Administration Division

Duty Station: London, United Kingdom

Type of contract: Fixed term - Locally recruited (one year with possibility of extension)

Estimated Start Date: Immediate

Closing Date for Application: 21 October 2022

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Responsibilities

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Finance and Administration and within the framework of the delegated authority, the incumbent has first-line responsibility for the various aspects of accounts and budget management; payrolls; Provident Fund calculations and accounts; and, within the delegated authority, liaising with bankers and auditors, including but not limited to:

General:

1. Receiving, reviewing and obtaining authorization of all purchase invoices; conducting weekly and monthly validation of ledger postings in the accounting system after thorough review of payment vouchers to ensure accuracy for approval by the Head of Finance and Administration validity and rigorous recording of transactions through Accounts payable and receivable modules and manual journal entries by ensuring the related general ledger accounts being reconciled against the budget lines every month.
2. Organizing purchase orders requested by staff while ensuring proper approval by direct supervisor, the Head of Finance and Administration, and/or the Executive Director.
3. Within the delegated authority, dealing with procurement activities from researching and contacting suppliers and service providers; negotiating pricing; preparing purchase orders; budget checks; ensuring satisfactory receipt of goods and services ordered and the related contracts duration and expiration or renewal.
4. Conducting monthly bank reconciliations, checking statements against reconciliations, ledgers and PayPal Accounts. Reconciling general ledger accounts on a regular basis by reviewing transactions from the organization's chart of accounts.
5. Organizing staff, interpreters, speakers, and others travel arrangements, air and train fares, hotels, cash advances, etc., as well as the preparation and reimbursement of all travel expenses claims according to ICSC travel claim guidelines; processing payment of interpreters' contracts, and regularly updating management on travel budgets.
6. Preparing itemized reclaims: VAT, Air Passenger Duty, Insurance Premium Tax, Climate Change Levy, etc. independently for submission to the host government; liaising and completing relevant official paperwork for the Foreign and Commonwealth Office and Local Government; and reconciling the outstanding balances, claimed amounts, and refunded amounts periodically.
7. Preparing and updating the annual contributions schedules, including reconciling of sales ledger.
8. Monitoring Member contribution accounts, informing the Administration Officer of all Member contributions received in order for the receipt of contribution letters to be prepared.

9. Monthly payments for contractors such as outside service consultants, interpreters, and translators, including calculation and reconciliation of translators' annual adjustment by ensuring the payments are in line with approved contracts.
10. Providing support for the organization of meetings held in the UK as required regarding interpreters' contracts.
11. Preparing monthly and annual Trust Fund accounts and other accounts for approval by the Head of Finance and Administration, through ongoing review and reconciliation. Preparing periodic financial and budget status reports through monitoring all balance sheets to ensure accuracy.
12. Performing other related responsibilities, including replacing and/or backstopping for others within and outside the section.

Level and purpose of contacts

Inside the Organization

Contacts with staff at all levels to provide information on all aspects of accounting and funds availability; discuss and advise on procurement requirements and needs; discuss ongoing work and needs, particularly as related to meetings, conferences, travel arrangements, etc.; enlist cooperation and facilitate mutual understanding.

Outside the Organization

Within the delegated authority, contacts with a broad range of officials from host government and local authorities; a broad range of suppliers and service providers; with counterparts from international organizations/agencies to exchange information.

	Skills and required qualifications
Education and experience	<ul style="list-style-type: none"> - At least a university degree with a combination of relevant academic qualifications in finance, business administration or accounting. - Would be an advantage to be conversant with IPSAS. - Accounting experience in a comparable organization or company for at least five years
Language(s)	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - A working knowledge of at least one of the other official languages of the Organization (Spanish, French and Portuguese) is desirable:
Specialized knowledge	<ul style="list-style-type: none"> - Good working IT skills for SAGE or other Accounting/Financial application software, MS365, Excel, Word and PowerPoint. - Ability to establish and maintain good working relations with staff and external contacts. - Excellent organizational abilities and high degree of initiative and judgement. - Flexibility in working hours and the ability to work under pressure

and time constraints.

How to apply

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