



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2471/24

15 August 2024
Original: English

E

Post of Head of Operations

1. The Executive Director presents her compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Head of Operations.
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 **no later than 17 September 2024**. Due to the high volume of applications we receive, only applications shortlisted for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.

Head of Operations P-5

Posting Title:	Head of Operations
Grade Level:	P-5
Department/Office:	Operations Division
Duty Station:	London, United Kingdom
Type of contract:	Fixed-term
Estimated Start Date:	January 2025
Closing Date for Application:	17 September 2024

Responsibilities

CONTEXT

Within the Operations Division and its Secretariat, the Head of Operations supports the Executive Director in promoting and advocating the work of the ICO and expanding its outreach.

DUTIES AND RESPONSIBILITIES

The holder of the post is responsible to the Executive Director for all operational activities in the Organization within the framework of the authority delegated to the employee and is assigned all or some of the following duties:

1. Playing a leading role in the formulation and implementation of the Organization's Programme of Activities and Action Plan and supporting/spearheading partnerships and communication and resource mobilization tasks.
2. Managing the activities of the Operations Division, namely those related to Economics, Projects, Statistics, the Council Secretariat, External Relations and Communication, as well as the work of the Coffee Public-Private Task Force/Working Party. Other obligations include, but are not limited to, managing, guiding, coaching, and overseeing the work of staff assigned to the Operations Division; organizing and distributing assignments to facilitate smooth and effective use of financial and human resources; and evaluating performance and facilitating career development through staff motivation, training and coaching.
3. Assuming responsibility for the conceptualization, preparation and finalization of the annual coffee development report and review, technical reports, documents, policy papers and publications and cooperation agreements to be approved by the Executive Director.

4. Preparing the annual budget of the Programme of Activities of the Organization by collaborating with the Head of Finance and Administration and taking ownership in the management of the budget and spending for the Programme of Activities.
5. In conjunction with the Executive Director and the OPS team, preparing the agendas for and coordinating the meetings of the International Coffee Council and subsidiary bodies, as well as of the Coffee Public-Private Task Force and its Technical Workstreams, the CEOs and Global Leaders Forum (CGLF), ad-hoc committees and working groups.
6. Playing a leading role in ensuring liaison and coordination with, and supplying statistics, information, guidelines and support to Member countries, non-member countries, and other international, private sector and civil society organizations involved in the sustainability of the coffee sector. The successful candidate will also be in charge of fund mobilization and drafting, as well as negotiating and monitoring the implementation of cooperation and partnership agreements and Memoranda of Understanding.
7. Assuming responsibility for the management of the Organization in the absence of the Executive Director.
8. Performing 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 –

Supervises staff at all levels as part of the management of the Operations Division and contacts the management of the Organization; to brief on and provide guidance and advice on a broad range of issues; to facilitate mutual understanding and ensure the smooth running of the Organization.

Outside the Organization –

Contacts with a broad range of officials from Member countries, partners and other stakeholders to provide information and brief them on ICO activities; to negotiate partnerships and mobilize resources from Member countries, the private sector, international and regional development and financial organizations and other sources; to facilitate and ensure mutual understanding and build joint programmes and projects.

	Required Qualifications
Education and Experience	<ul style="list-style-type: none"> - Advanced university degree(s) in an appropriate discipline such as Economics, Business Administration/Management, International Law or related fields. - At least 15 years of experience in a similar management position in an international environment dealing with economic development matters. - Proven professional competence in the Organization’s area of work, including knowledge of international development, global value chains, sustainability, partnerships and the coffee sector. - Experience in public diplomacy, particularly in mobilizing governments, institutions, the private sector and civil society for

	<p>economy-related cooperation in line with sustainable development goals.</p> <ul style="list-style-type: none"> - Experience in negotiating a variety of agreements to support the activities of international organizations (host country agreements, contributions agreements and financing arrangements, Memoranda of Understanding, press releases and joint declarations, etc). - Experience in writing market and technical reports, experience in the development, funds mobilization and management of international projects and knowledge in the field of statistics. - Experience with computer systems and communications, including dealing with the media and social media.
Language(s)	<ul style="list-style-type: none"> - Fluency in English, both written and spoken, is essential, with proven drafting and editing skills, and working knowledge of at least two of the other official languages of the Organization (Spanish, French and Portuguese). Knowledge of other languages is desirable.
Specialized Knowledge	<ul style="list-style-type: none"> - Proven organizational skills, including the ability to lead and work effectively with a diverse team of people of different national and cultural backgrounds in an international setting. - Ability to exercise initiative, take a methodical approach, work under pressure and consistently meet deadlines.

How to apply

The ICO only accepts duly completed applications sent to ed@ico.org by 17 September 2024 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 <http://www.icocoffee.org>

No Fee:

The ICO does not charge any fees at any stage of its recruitment process (application, interview, processing, training or other fees).

The ICO does not request any information related to bank accounts.