



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2138/12

31 August 2012
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**Vacancy notice for the post of
Head of Operations**

1. The Executive Director presents his compliments and wishes to inform Members that it is intended to fill the post of Head of Operations when the present incumbent leaves the Organization.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. You are kindly requested to bring this vacancy notice to the attention of qualified candidates in your country.
4. Applications should be addressed to the Executive Director, accompanied by a Curriculum Vitae, recent photograph, an example of an extended text written in English by the candidate, and references, not later than **31 October 2012**.



INTERNATIONAL COFFEE ORGANIZATION

JOB DESCRIPTION

POST: Head of Operations

GRADE: D-1

DUTIES AND RESPONSIBILITIES

Responsible to the Executive Director for all operational activities of the Organization.

Main duties include:

1. Directing, managing and providing substantive leadership for the formulation of the Organization's Programme of Activities and Strategic Action Plan.
2. Managing the sections within the Operations Division: namely Economics, Projects, Statistics, Documents, Library/Information, and Council Secretariat.
3. Managing the resources of the Division (financial and human) and contributing to the overall management of the Organization.
4. Assuming responsibility for the preparation and editing of documents for approval by the Executive Director.
5. With the Head of Finance and Administration, contributing to the preparation of the Organization's annual budget.
6. In conjunction with the Executive Director, preparing the agendas for, and coordinating the meetings of the International Coffee Council and subsidiary bodies.
7. Ensuring liaison and coordination with, and supplying information, guidelines and support to Member countries, non-member countries, other international organizations and the private sector.
8. Assuming responsibility for the management of the Organization in the absence of the Executive Director.

QUALIFICATIONS AND EXPERIENCE

1. Advanced university degree(-s) in an appropriate discipline such as Economics and/or Management.
2. At least 10 years of experience in a similar management position and in an international environment dealing with economic development matters.

3. Proven professional competence in the Organization's area of work, including knowledge of international development and macro-economics, and the coffee sector in particular.
4. Experience in writing market reports, managing projects internationally and statistics.
5. Fluency in English, both written and spoken, is essential, with proven drafting and editing skills, and a working knowledge of at least two of the other official languages of the Organization (Spanish, French and Portuguese) is desirable.
6. 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.
7. Ability to exercise initiative, take a methodical approach, work under pressure and consistently meet deadlines.
8. Experience in computer systems and communications, including dealing with the media.