



INTERNATIONAL
COFFEE
ORGANIZATION



ED 2448/23

4 October 2023
Original: English

E

Post of Public-Private Partnership Officer

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 Public-Private Partnership 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 19 January 2024**. 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.



Public-Private Partnership Officer P-03/04

Posting Title:	Public-Private Partnership Officer
Grade Level:	P-03/04
Department/Office:	Operations Division
Duty Station:	London, United Kingdom
Type of contract:	Fixed-term
Estimated Start Date:	As soon as possible
Closing Date for Application:	19 January 2024

Responsibilities

DUTIES AND RESPONSIBILITIES

The position is within the Operations Division. The incumbent will work under the direct supervision of the Head of Operations and in coordination with the Executive Director and other ICO staff.

The main responsibilities are:

1. Fostering, promoting and coordinating public-private partnerships between representatives of coffee industries and their associations and ICO Members, also engaging with civil society, academia and development partners.
2. Providing strategic guidance for the further development of the Coffee Public-Private Task Force to become the Working Party under the ICA 2022, ensuring the realization of commitments of the CPPTF Roadmap towards a resilient and sustainable coffee sector.
3. Coordinating with ICO Members, private sector representatives, including the signatories of the London Declaration, international development partners and civil society organizations for the promotion and implementation of the CPPTF Roadmap and promoting coffee sector sustainability.
4. Assisting the Head of Operations in the development of strategies, activities and projects to promote sustainability and facilitate the establishment of partnerships among diverse stakeholders, specifically assisting in mobilizing technical and financial resources for the achievement of the CPPTF Roadmap and ICO programme of activities.
5. Developing annual workplans and mobilizing the stakeholders of the global

coffee sector to discuss priority areas defined by the ICO Programme of Activities and the work plan of the public-private coordination bodies including the Task Force/Working Party and the forthcoming Board of Affiliate members (BAM).

6. Planning and coordinating the organization of online and physical meetings of the ICO public-private cooperation bodies and of Technical Workstreams as well as of the CEOs and Global Leaders Forum and the technical inputs of participants and external consultants.
7. Liaising with ICO Members and private sector representatives, including the signatories of the London Declaration, on all matters related to their participation in ICO public-private cooperation bodies such as the CPPTF/CPWP, the Board of Affiliate Members and Technical Workstreams, as well as the CEOs and Global Leaders Forum.
8. Ensuring strong projection and visibility of the activities performed under ICO public-private partnerships and providing continuous updates to the relevant stakeholders through effective communication with and reporting to ICO Members and observers for accountability and transparency.
9. Tracking progress of annual workplans and Roadmap targets and indicators in collaboration with relevant stakeholders and preparing progress/monitoring reports and review meetings.
10. Representing the Organization at physical and online conferences, seminars, webinars and similar events
11. Provide inputs for the preparation of the budget of the public-private partnership bodies, the Operations Division and the Programme of Activities, including but not limited to identifying sources of Income.
12. Performing other related duties and ad-hoc assignments as required.

Level and purpose of contacts

Inside the Organization –

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

Outside the Organization –

Contacts with a broad range of officials from Members countries, private sector representatives, including the signatories of the London Declaration, partners and other stakeholders to coordinate the CPPTF, to provide information and respond to queries; with participants to conferences, seminars, workshops and similar events to give information and respond to queries.

Skill and Behaviour Requirements	Required Qualifications
Education and Experience	<ul style="list-style-type: none"> - University degree in relevant field (preferably in social, agricultural or economic and environmental sciences, sustainability management or related area) or equivalent professional experience. - Extensive professional experience in:

	<ul style="list-style-type: none"> • complex cooperation projects and concrete implementation experience in the above tasks, preferably abroad • international cooperation related to agricultural supply chains and specifically in the coffee global value chain • companies, non-governmental organizations, consulting firms to be able to integrate and advise the various perspectives of the organizations in the sector dialogue • coordination of multi-stakeholder partnerships and the organization of events in face-to-face and virtual formats <p>- Distinctive conceptual and analytical skills, high advisory skills as well as strong diplomatic and communication skills</p>
Language(s)	<p>- Excellent command of the English language, oral and written.</p> <p>- Knowledge of at least one of the other official languages of the Organization (Spanish, Portuguese and French) would be an asset.</p>
Specialised Knowledge	<p>- Access to an existing international network in the coffee sector;</p> <p>- Ability to establish and maintain good relations with staff, management and external contacts.</p> <p>- Initiative, methodical approach, tact and ability to work under pressure and to strict deadlines.</p> <p>- Good organizational skills and supervisory capabilities.</p> <p>- Experience in working in a multilateral and multi-cultural environment is a highly desirable.</p>

How to apply

The ICO only accepts duly completed applications sent to ed@ico.org by 19 January 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 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.