



Junior Communications Officer P-01/02

London, UK

Responsibilities

CONTEXT

Within the Operations Division and its Secretariat, External Relations and Communications function to support the Executive Director to promote and advocate the work of the ICO and expand its outreach.

DUTIES AND RESPONSIBILITIES

The incumbent, under the direct supervision of the Secretariat and External Relations Officer and reporting to the Head of Operations, will be responsible for the following duties:

1. Contributing to the timely planning, holding and reporting of the International Coffee Council (ICC) Spring Session, assisting in organizing and inputting credentials and providing online support to participants through Zoom and MS Teams Platform.
2. Assisting in the preparation of documentation and reporting of the ICC and related meetings.
3. Assisting in ICO inputs for advocating for the coffee sector within the Youth20 initiative of the G-20.
4. Assisting the Coordinator of the CPPTF in the updating of the online web-based platform and monthly brief, and in the management of online meetings.
5. Supporting the Operations Divisions in information collection and processing and desk research to support the implementation of the PoA 2023-24.
6. Performing other related ad-hoc duties, as assigned.

Level and purpose of contacts

Inside the Organization –

Contacts with staff at all levels to exchange information on the scope of work of the economics sections on all aspects of coffee economics and project development, implementation and evaluation.

Outside the Organization –

Contacts with Members, partners and other stakeholders to collect and provide information, to give advice and information, and respond to queries including academia and research institutions.

Skill and Behaviour Requirements	Required Qualifications
Education and Experience	<ul style="list-style-type: none"> - University degree in communications, marketing, media, journalism or related fields or equivalent practical experience. - Proven knowledge in communications, journalism, media production and management, outreach and development and implementation of communication strategies. - Experience in communications, advocacy and external relations in an international context/organization or not-for-profit would be an advantage. - Specific knowledge of agribusiness or the coffee sector highly desirable. - Proficiency in online meetings platforms and web management applications as well as in desktop publishing. - Proven experience in the planning and holding of events and related communications.
Language(s)	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - Knowledge of at least one of the other official languages of the Organization (Spanish, Portuguese and French) is required.
Specialised Knowledge	<ul style="list-style-type: none"> - Ability to maintain good relations with staff and external contacts, especially with media, journalists and communication departments of public and private sector organizations. - Initiative, tact and ability to work under pressure and to strict deadlines. - Good organizational skills and ability to work in a team.

How to apply
<p>The ICO only accepts duly completed applications sent to ed@ico.org 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.</p> <p>For further information please refer to: http://www.icocoffee.org</p>
<p>No Fee:</p> <p>The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).</p> <p>The ICO does not request any information related to bank accounts.</p>