INTERNATIONAL COFFEE ORGANIZATION

ED **2527/26**

2 November 2026

English only

E

Post of Assistant to the Executive Director

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 a service provider to fill the post of Assistant to the Executive Director.

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 30 November 2026**. 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

Assistant to the Executive Director

Post title:	Assistant to the Executive Director
Grade level:	N/A
Department/office:	Office of the Executive Director
Duty station:	London, United Kingdom
Type of contract:	Service provider
Estimated start date:	As soon as possible
Closing date for application:	30 November 2026

Responsibilities

DUTIES AND RESPONSIBILTIES

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, ensuring appropriate protocol is maintained; prioritizing incoming messages, emails and correspondence; exercising discretion and maintaining confidentiality; identifying and highlighting issues in documents requiring action by the Executive Director, on own initiative; drafting correspondence and documentation for the Executive Director in English, French, Spanish and/or Portuguese or requesting translation from the Documents Section; maintaining the Executive Director's diary and 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 Member States 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 in-house style and presentation, editing or returning such as appropriate.

5. To convene internal and external meetings, preparing and circulating the agenda, attending meetings, 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, and requesting and verifying briefing files and documents in a timely manner.

2. To organize all aspects of lunches, coffee/tea service and receptions, including but not limited to the list of visitors in the office.

3. To perform other related responsibilities, including attending to the Executive Director's personal matters, and 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 as related to the Executive Director's instructions/requirements. To provide advice on protocol matters related to contacts outside of the ICO. To enlist cooperation and facilitate mutual understanding and ensure the smooth running of the Executive Director's Office.

Outside the Organization

Within the delegated authority, contacts with a broad range of officials from Members, partners and other stakeholders for fundraising and to obtain and provide information

	Required qualifications
Education and experience	- 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, PowerPoint)
Language(s)	- Excellent command of the English language, oral and written, and a good knowledge of one, preferably two, of the other official languages of the Organization (French, Portuguese and Spanish).
Specialized knowledge	- 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. - Flexibility regarding working hours and tasks to be performed and ability to work under pressure.

How to apply
The ICO only accepts duly completed applications sent to ed@ico.org by 30 November 2026 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.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.