



JOB DESCRIPTION FOR THE POST OF WORLD COCOA CONFERENCE CO-ORDINATOR

A. Title

World Cocoa Conference Co-ordinator

B. Grade

Consultant - P.3 – P.5 on the United Nations salary scale, depending on experience.

C. Salary

The International Cocoa Organization offers a competitive and tax-free salary.

D. Tenure

January to July 2014 inclusive. Part time possible.

E. Major duties and responsibilities

Under the overall guidance of the Executive Director and the direct supervision of the Director of Economics and Statistics Division, the incumbent will:

1. Assist the ICCO Secretariat, the Technical Committee and its working groups set up to provide expert recommendations to the World Cocoa Conference (the “Conference”), in fulfilling their objectives and delivering their expected outputs.
2. Monitor progress made by the stakeholders in implementing the *Global Cocoa Agenda* adopted by the first World Cocoa Conference in November 2012.
3. Assist the ICCO Secretariat in launching a survey of initiatives implemented in the cocoa sector.
4. Monitor and assist the consultants as necessary with the drafting of the working documents.
5. Play a leading role in the drafting of the proceedings of the World Cocoa Conference 2014.
6. Service the meetings of the Conference in The Netherlands in June 2014.
7. Perform any other duties related to the preparation of the Conference assigned by the Executive Director.

F. Qualifications and experience

1. Advanced university degree in Economics, Agronomy, or related fields.
2. Excellent knowledge of the socio-economics of the cocoa value chain, with at least three years' post-qualification experience.
3. Experience in multi-stakeholder processes; good organizational/communication skills.
4. Full command of oral and written English; a working knowledge of French and/or Spanish is desirable.
5. Knowledge and experience in dealing with senior officials (e.g. within governments, donor organizations, civil society and commercial entities).