



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N°: LOW/003/2017

Issued on: 13 November 2017

Deadline For Application: 30 November 2017

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| JOB TITLE: | Partnership, Outreach and Trade Consultant | GRADE LEVEL: | |
| ORGANIZATIONAL UNIT: | LIAISON OFFICE FOR NORTH AMERICA (LOW) | DUTY STATION: | Washington, DC |
| | | DURATION: | 6 Months Consultancy |
| | | POST NUMBER: | |

Organizational Setting

The FAO-LOW (Liaison Office for North America) advises and assists in the development and implementation of FAO policies and programmes by facilitating communication and cooperation between FAO and the North American Governments and the public, and between FAO and the international and inter-American organizations based in Washington. It serves as focal point for FAO relations with these institutions and organizations

Main Purpose

Under the direct supervision of the Director of the Liaison Office for North America (FAOLOW), the consultant will:

Key Functions/Results

- Develop and administer Letter of Agreements (LoA) between FAO-LOW and Canadian/US Academic Institution in collaboration with Technical Division in FAO HQ and ensure the on-time delivery of activities and outputs.
- Coordinate with Private Sector Partners to convene two roundtables around (a) Food Loss and Waste and (b) Malnutrition focusing on obesity in the US.
- Administer Letter of Agreement (LoA) between FAO-LOW and PUSH in coordination with FAO HQ and CFs Secretariat.
- Establish a working relationship with the Office of Under Secretary of Trade and Foreign Agriculture Affairs Department and identify areas of interest to FAO.
- Produce up-to-date briefs regarding EST's trade related work as well as developments in USA and Canada related to agricultural trade policies, as well as up-to-date briefs on US and Canadian academic institutions.
- Attend and report on events on agricultural trade with the Director or independently; prepare talking points and briefs, if required; and synopsis of the discussions held, including report for HQ, as applicable, as well as on US and Canadian academic institutions.
- Arrange roundtable on assessing link between small holder farmer and international trade.
- Undertake research and analysis for the preparation of background notes, speaking points and presentations in support of FAO-LOW management, in particular in the area of food security and nutrition, agriculture trade policies, and food loss and waste.
- Perform other duties as requested by the Director, FAOLOW.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

- University Degree in a field related to the activities of the Organization; equivalent experience may be accepted in lieu of academic qualifications;
- Working knowledge of English, and limited knowledge of another FAO official language.

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

Applicants must have a valid work permit for the United States.

Please email a cover letter and resume to:

VA-0001-LOW@FAO.ORG

DEADLINE: 30 November 2017

No phone calls, please.

Only shortlisted candidates will be contacted.