



Recruitment of a Short-term Logistics Support for the Secretariat of the Civil Society Mechanism

The Civil Society Mechanism (CSM) for relations with the United Nations Committee on World Food Security (CFS) is recruiting for the period 1st September – 31st October 2016, a:

- Logistics Support person (Location: Rome, Italy)

The requested person will be asked to support the CSM Secretariat in the organization of the upcoming CSM/CFS events in October such as: CSM Coordination Committee (13-14 October), CSM Forum (15-16 October), CSO participation in the CFS 42nd Session (17-21 October) and in the systematization of the CSM archive when events are concluded (24-31 October) by:

- Providing the needed logistical support helping with: booking of flights and hotels, facilitate the release of Visas, reimbursement of participants expenses, registration to the CFS 42nd session;
- Supporting the communication and information flows within the CSM members, CSM working groups participants, during the CFS/CSM meetings in Rome.
- Systematising the CSM archives after the conclusion of the events
- Preparing folders and meeting materials

The CSM is looking for a person who:

- Is fluent in English. Knowledge of an additional language such as Spanish and French is an asset
- Has good knowledge of excel and Apple OS
- Is committed, responsible and proactive with good problem-solving skills
- Has a proved working experience in the organization and preparation of meetings and events with peoples' organisations and social movements
- Is able to work in a multi-cultural environment and able to contribute harmonically to team work
- Is Rome-based and able to adapt to a flexible working schedule
- Preferably has knowledge of CFS or FAO context

To the selected person will offer a so called “prestazione occasionale” working contract for the period mentioned above. The compensation for the work done (1st September – 31st October 2016) will be equal to 4.000 Euro gross salary. The prestazione occasionale will require a full time commitment. The person will be working from the CSM Office at FAO Headquarters.

If interested, please send your CV and a covering letter explaining how you meet the selection criteria to csmrecruitments@gmail.com by the 13 of July 2016.

All applications will be treated in confidence. Only short-listed candidates will be contacted for an interview. The interviews will take place on 21st and 22nd of July in the CSM offices.

WHAT IS THE CSM

The CSM is the largest international mechanism of civil society organisations (CSOs) working to eradicate food insecurity and malnutrition by promoting effective agriculture, food security and nutrition policies, at the national, regional and global levels. The CSM gives particular priority to peoples organisations and social movements consisting of the people most affected by hunger and malnutrition. For more information on the CSM please consult the website www.csm4cfs.org

In 2009, the Committee on World Food Security (CFS) underwent reform in order that it could become the foremost international and intergovernmental platform for promoting coordinated action amongst governments and other stakeholders in order to ensure food security and nutrition for all human beings. CFS Member States recognised the right of CSOs to autonomously establish a global mechanism for food security and nutrition to function as a facilitating body for civil society consultation and participation in the CFS.

The CSM Secretariat, maintains a politically neutral role within the CSM, and is dedicated to provide support to all CSOs working on food security and nutrition issues, to enable them to participate in, and influence, policy processes. The Secretariat supports, and reports to, the Coordination Committee of the Mechanism.