



Date: 18 September 2018
Time: 09:00-17:00
Location: WFP

Evaluation meeting of 18 September 2018

Terms of reference of the CFS Secretary

TORs, Secretary, Committee on World Food Security (CFS)

Grade: D-1

Duration: Fixed Term: 2 years (renewable for an additional maximum period of 2 years)

Duty Station Location: Rome, Italy

Summary of Duties and Functions:

The Committee on World Food Security constitutes the foremost inclusive international and intergovernmental platform for a broad range of committed stakeholders to work together in a coordinated manner and in support of country-led processes towards the elimination of hunger and ensuring food security and nutrition for all human beings.

The Secretary of the CFS will lead the work of the CFS Secretariat, which is jointly supported by the Rome-Based Agencies, in support of the Committee and its subsidiary bodies and working groups.

Under the overall guidance of the CFS Chair, in collaboration with the Rome-Based Agencies and under the administrative supervision of the responsible FAO manager, the incumbent will:

- Manage and supervise the CFS Secretariat;
- Exercise overall supervision of the CFS Secretariat's support to the High Level Panel of Experts;
- Manage, monitor, report on and be accountable for the CFS budget;
- Lead the design and implementation of the CFS Resource Mobilization Strategy and funding for the activities of CFS;
- Lead the updates to and implementation of the CFS Communication Strategy as well as the development of mechanism for systematic communication among CFS stakeholders and the dissemination of CFS publications;
- Ensure technical, administrative and logistical support to the CFS Chair and the Chairs of the different working groups and technical task teams;
- Supervise and provide technical inputs in the preparation of CFS publications, working documents and meetings;
- Engage in global policy dialogues beyond the CFS meetings to promote the CFS platform in the context of delivery on the 2030 Agenda for Sustainable Development;



- Ensure that the Heads of the three Rome Based Agencies (RBAs) are kept informed on the work of the Committee through the appropriate channels;
- Engage with RBA focal points to ensure that CFS policy products are appropriately disseminated across the RBA constituencies, including at country level to improve FSN outcomes.

As CFS is hosted in FAO, the Secretary is subject to FAO Rules and Regulations. Her/his performance is assessed jointly by the RBAs.

General Requirements

Advanced university degree, preferably in disciplines that are relevant to food security and nutrition;

A minimum of 15 years of progressively responsible experience relevant to food security, nutrition and sustainable development;

Management and technical leadership of a high order with demonstrated professional competence and mastery of subject matter and extensive relevant professional experience on food security and nutrition-related issues and policies;

Extensive and relevant professional experience related to the functioning of multilateral and multi-stakeholder processes;

Ability to cooperate effectively with people of different national and cultural backgrounds in an international setting;

Experience in resource mobilization, partnerships building including at the highest level of government, is highly desirable;

Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian.

Leadership Competencies

Results focus: Takes accountability for the delivery of agreed results. Leading, engaging and empowering others: Coordinates, directs, facilitates and recognizes team efforts; creates an enabling environment and assists others to realize and develop their potential - Communication: Encourages and contributes to clear and open communication - Partnering and Advocating: Promotes ideas and develops partnerships to advance the Organization's work - Knowledge sharing and continuous improvement: Continually seeks to improve the knowledge, skills and work processes of oneself and others - Strategic thinking: Makes informed and coherent decisions aligned with broader goals and strategies.

Please note that all candidates should adhere to UN values of Commitment, Respect for all and Integrity and Transparency.