Vacancy announcement: Secretariat Coordinator

- Starting date: 1 September 2022
- Location: Rome, Italy
- Closing date for applications: 15 May 2022
- Working hours: Full-time position

Background

The Civil Society and Indigenous Peoples’ Mechanism (CSIPM) for relations with the United Nations Committee on World Food Security (CFS) is the largest international space of social movements, Indigenous Peoples’ and civil society organizations working to eradicate food insecurity and malnutrition. The Mechanism was founded in 2010 as an essential and autonomous part of the reformed CFS. The purpose of the CSIPM is to facilitate civil society and Indigenous Peoples’ participation and articulation into the policy processes of the CFS.

The CSIPM is an open and inclusive space that gives priority to the organizations and movements of the people most affected by food insecurity and malnutrition. Since it was founded, several hundred national, regional or global organizations have participated in the CSIPM. Far more than 380 million smallholders and family farmers, agricultural and food workers, fisherfolks, pastoralists, Indigenous Peoples, consumers and urban food insecure around the world are affiliated to organizations that participate in the CSIPM. The Mechanism respects pluralism, autonomy, diversity, and self-organisation and tries to ensure a balance of constituents, gender, and regions.

The CSIPM Secretariat is dedicated to facilitating the functions of the CSIPM, supporting the implementation of its workplan and activities during the inter-sessional period and throughout the CFS Plenary Sessions. The CSIPM Secretariat supports the different CSIPM structures and articulations both in terms of governance and policy thematic work, accompanying all related processes. The CSIPM Secretariat is also responsible for providing, on continuous basis, overall coordination, facilitation, logistic, financial and communication support to increase the overall capacities of the space and its participating organizations. The Secretariat Coordinator reports to the Coordination Committee of the CSIPM.

Main responsibilities and tasks of the Secretariat Coordinator are:

**CSIPM strategy development, work plans and mobilisation of resources**

- Support and advice to CSIPM Working Groups, Advisory Group and Coordination Committee in the development of CSIPM strategies and workplans.
- Identify resource requirements and mobilise funding for implementation of CSIPM activities
- Support and monitor the implementation of CSIPM strategies and work plans.

**Support to CSIPM Coordination Committee, civil society and Indigenous Peoples’ members of the CFS Advisory Group and CSIPM policy working groups**

- Provide support to CSIPM Coordination Committee and CSIPM Advisory Group members to assist them to play their roles individually and collectively.
- Share and promote a clear understanding of the mandate and political role of the CSIPM and the executive and facilitating roles of the Secretariat.
- Liaise with the CFS Chair, Bureau members, the CFS Secretariat, the UN Special Rapporteur on the right to food and other members of the CFS Advisory Group to ensure two-way flows of information between the CSIPM and other CFS members and participants, as well as other relevant UN bodies.
- Promote inclusive participation in the CSIPM and complementary ways of working between different civil society and Indigenous Peoples’ organizations, constituencies and sub-regions.
- Ensure constituency, gender and regional balance within CSIPM structures and activities including the policy working group meetings.
• Provide support to coordinators and facilitators of CSIPM policy working groups, in preparation for and during CFS open-ended working group meetings and policy negotiations held in Rome and other relevant activities.

Ways of working and accountability
• Help clarify and raise awareness of CSIPM organising principles, its character as an open, inclusive and safe space, ways of working, and the realization of its facilitation methodology.
• Monitor the implementation of CSIPM activities in relation to CSIPM principles and ways of working and flag issues to the CSIPM Coordination Committee and participating organizations.
• Facilitate open and transparent decision making within the CSIPM.
• Oversee relationships with CSOs managing funds.
• Ensure timely and accurate regular reporting to the CSIPM Coordination Committee, CSIPM participants, donors and the CFS, on CSIPM and Secretariat activities, impacts and resource utilisation.
• Help facilitate the effective functioning of the CSIPM taking into account intercultural, intergenerational and interregional diversities.

Management of the CSIPM Secretariat
• Oversee and coordinate the functioning of the Secretariat.
• Develop and oversee the implementation of CSIPM Secretariat work plans in coherence with overall CSIPM strategies and work plans.
• Oversee the budget of the CSIPM Secretariat.
• Oversee and support the internal and external communications work of the CSIPM.
• Oversee and support the logistics, finance and administration work of the CSIPM Secretariat.
• Liaise with and report to the CSO(s) administering the funds and contracts for the CSIPM Secretariat.

Additional responsibilities
• Undertake other tasks feasible within time available as agreed with members of the CSIPM Coordination Committee, CSIPM Advisory Group and CSIPM Working Groups.

Profile and requirements:
• Advanced university degree, relating to international agriculture, food security and nutrition, human rights, or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training.
• At least 5 years’ experience of policy and advocacy work, process facilitation and coordination relating to international food, agriculture and nutrition issues, and experience with fundraising.
• Dedicated to work with and support others from civil society and Indigenous Peoples’ organisations, to promote transformational policies and actions for food security & nutrition, towards food sovereignty, agroecology, gender justice and the right to food for all.

• Commitment to, and substantial experience in, supporting civil society participation in inter-governamental policy dialogue and decision making, especially the UN context.

• Substantial understanding of, and experience working with Indigenous Peoples’ organisations and social movements at the global level.

• Excellent analytical, strategic planning and project management skills (including resource mobilisation, donor liaison and financial management).

• Experienced and effective team player, used to horizontal collaboration.

• Excellent communication (oral and written) and diplomacy skills.

• Ability to facilitate work in a context of intercultural, gender and intercontinental diversity.

• Languages:
  o Essential: Bilingual with fluency in English and one other UN language. English, French and Spanish are the working languages of the CSIPM so knowledge of either French or Spanish is an asset.
  o Desired: Trilingual in English and two other UN languages.

We offer:

• Working in a unique and dynamic space of civil society and Indigenous Peoples’ participation to the United Nations.

• Being part of a highly motivated and intercultural team in the context of intercontinental diversity.

• An appropriate remuneration and a rewarding work environment. Further details can be provided by contacting the current CSIPM Secretariat coordinator.

• The Secretariat Coordinator post is based in Rome, Italy, with the possibility to work from remote for maximum half of the time.

• The position will start on 1 September 2022 and will be offered as a consultancy or employment contract via the Italian NGO that administers the CSIPM Funds. The position starts with a 1-year renewable contract with a full-review in February 2023.

To apply:

• Please send a detailed CV (max 3 pages) and a motivation letter (max 2 pages) in English and, if possible, also in French or Spanish, explaining why you are interested in this position and how your experience and qualifications meet the required responsibilities and skills of the position. In the subject of the email, please specify “CSIPM Secretariat Coordinator”. Please send your candidacy to CSMrecruitments@gmail.com by the end of 15 May 2022.

• Please include the contact details of three referees who would be able to comment on your ability to perform the role and to meet the selection criteria.

• The CSIPM highly encourages applications from all possible candidates, particularly women and LGBTQIA+ persons, from Indigenous Peoples, and particularly from the Global South.

• All applications will be treated in confidence. Only short-listed candidates will be contacted for interviews. Please note that interviews are preliminarily scheduled for 6-10 June 2022.

For further inquiries regarding this job vacancy, you can contact the current Secretariat Coordinator Martin Wolpold-Bosien at: martin.wolpold-bosien(at)csm4cfs.org