VACANCY ANNOUNCEMENT FOR A LOGISTICAL SUPPORT PERSON

The Secretariat of the Civil Society and Indigenous Peoples’ Mechanism (CSIPM) for relations with the United Nations Committee on World Food Security (CFS) is seeking for a full-time logistical support person during the period September - October 2023.

The requested person, will be asked to support the CSIPM Secretariat (the Logistical and Financial Officer in particular), in the organization of the CSIPM and CFS meetings taking place in September and October 2023.

The key tasks of the person for the mentioned period will be:
- Support in the organization of in-presence meetings and online calls;
- Support in the reservation of flights and hotels;
- Facilitation of Visa releases;
- Reimbursement of participants expenses.
- Registration to CFS meetings, CFS Plenary and the Annual Forum of the CSIPM.
- Creation and management of email lists such as the communication list of CSOs and IPOs participating to the October’s events and Working Group’s email lists.
- Photocopying and preparation of folders and meeting materials.
- Supporting in the communication and information flows within CSIPM members during CSIPM/CFS meetings.
- Support in the communication work, taking picture or videos of CSIPM members during CFS events upon request.

These tasks, will be implemented in close collaboration and coordination with the CSIPM Secretariat team and in particular with the CSIPM Logistical and Financial Officer.

The CSIPM, is looking for a person based in Rome, who:
- Has some experience, in organizing and preparing international meetings and events with peoples’ organizations and social movements;
- Is fluent in English, Italian and has a working knowledge of Spanish and/or French
- Has good organizational skills;
- Has good knowledge in managing online community and video-conferencing platforms such as Zoom and Skype;
- Has good knowledge of Excel and Word;
- Is committed, reliable, responsible and proactive with good problem-solving skills;
- Is able to work in a multi-cultural environment and able to contribute harmoniously to team work;
- Is able to adapt to a flexible working schedule;
- Has experience collaborating effectively and working in a team, fostering clear and transparent communication.

The selected person, will be asked to start supporting the CSIPM Secretariat from the first week of September 2023. The place of work is located in FAO, viale delle terme di Caracalla, snc, 00154 Roma. The selected person, will be offered an Italian working contract (either a consultancy contract or a so called co.co.co. contract) with a monthly gross salary that lies between 2.000 and 2.400 Euro.

If interested, please send your CV and a covering letter explaining how you meet the selection criteria to csmrecruitments@gmail.com by 31 August 2023.

All applications will be treated in confidence. Only short-listed candidates will be contacted for an interview. The interviews will take place on 6-7 September 2023 virtually. The Selected candidate will be informed on the 8 of September and will be asked to join the team on the 11 of September.

WHAT IS THE CSIPM
The CSIPM is the largest international mechanism of civil society and indigenous peoples’ organizations (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 CSIPM gives particular priority to peoples’ organizations and social movements consisting of the people most affected by hunger and malnutrition. For more information on the CSIPM please consult the website www.csm4cfs.org

**The CSIPM Forum**

Each year the CSIPM holds its Annual Forum prior to the CFS Plenary Session and it is open to all interested civil society participants of the CSIPM. This forum is a fundamental moment and space for the CSIPM. At the Forum, CSOs are able to debate, consolidate, articulate and finalise their positions that will be shared and brought to the CFS Plenary Session. Prior to the Annual Forum the CSIPM CC holds its annual meeting. The Forum is as well a space for accountability, where CC members report to all participating CSOs about their work, performance and activities. Finally the CSIPM forum is the space to assess the past processes, to consolidate the common positions for the present and to identify the key challenges and steps forward for the future.

**What is the CFS**

The Committee on Food Security is the foremost inclusive intergovernmental and international political platform on food security and nutrition with the explicit vision to foster the progressive realization of the right to adequate food for all.

The CFS was established in 1974 as an intergovernmental committee, hosted by FAO, to monitor the commitments made during the first World Food Conference in 1974, and later the World Food Summit in 1996.

In 2009, under the impression of the world food price crises 2007/2008, the CFS underwent a profound reform and became the foremost inclusive platform with a particular openness to the participation of civil society. The Committee reports to the UN General Assembly through the Economic and Social Council (ECOSOC) and to FAO Conference.

**The CFS Plenary Sessions**

The Plenary session is held annually and is the central body for decision-taking, debate, coordination, lesson learning and convergence by all stakeholders at a global level on issues pertaining to food security and nutrition and on the implementation of the Voluntary Guidelines to Support the Progressive Realization of the Right to Adequate Food in the Context of National Food Security. It should focus on relevant and specific issues related to food security and nutrition in order to provide guidance and actionable recommendations to assist all stakeholders in eradicating hunger.