VACANCY FINANCE AND ADMINISTRATIVE OFFICER

- Location: Rome, Italy
- Working hours: 60%
- Closing date for applications: 12 May 2024

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

The CSIPM Secretariat is dedicated to facilitating the functions of the CSIPM, supporting the implementation of its work plan 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 a continuous basis, overall coordination, facilitation, logistic, financial and communication support to increase the overall capacities of the space and its participating organisations.

Main duties and tasks of the Finance and Administrative Officer are:

Administration of funding and other administrative tasks:
- Account for CSIPM expenditures vs available budget on a weekly/bi-weekly basis.
- Ensure payment of invoices on a weekly basis.
- Maintain a coordinated overview and control of CSIPM funding needs, income and expenditure, as well as providing information on funds availability to Working Groups, whenever is requested.
- Liaise with NGOs that administer funds on behalf of the CSIPM to:
  - Facilitate the signing of funding contracts between these NGOs and the donors;
  - Payment of invoices;
• Preparation of sub-contracts between CSIPM and the NGOs for the transfer of funds provided by the CSIPM for the regional/constituency consultations;

• Preparation and finalization of service contracts for CSIPM consultancy services (i.e. interpreters, translators, communication experts, website designer, etc.), and working contracts for CSIPPM secretariat staff.

• Liaise with FAO Partnership office for preparation of Letter of Agreement for funds provided by Member States via FAO (France, Italy, Germany, etc.) and NGOs administering funds on behalf of the CSIPM to facilitate access to resources and its use.

• Preparation of funding projects for submission to donors, working closely with the CSIPM Coordinator, particularly for multi-year funding projects, and follow up the process until their final approval and signature.

• Explore and propose long term options for the administration of CSIPM funds, such for example the selection of NGOs that will administer CSIPM financial resources.

• Liaise and work closely with the Logistical Officer.

Reporting:

• Preparation of financial reports and support the CSIPM coordinator in preparing narrative reports for submission to donors.

• Cooperation with auditors during audits on CSIPM financial reports to donors.

• Preparation of quarterly/biannually Financial Reports and status of CSIPM funding needs to be presented to the CSIPM Finance working group members and the Coordination Committee (CC) during the CSIPM Annual Forum and CC meetings.

Profile and requirements

• University degree, relating to economy, administration, political science, or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training;

• At least 3 to 5 years’ experience of work related to project administration and financial management;

• Commitment to supporting civil society participation in inter-governmental policy dialogue and decision making;

• Substantial understanding of, and experience in working with peoples’ organizations and social movements;

• Working experience with social movements, Indigenous Peoples and civil society organizations that promote human rights approaches to food security and nutrition, gender equality and food sovereignty will be considered as a plus;

• Excellent oral and written communication skills;

• Fluent in Italian and English. Working knowledge of a third language between Spanish and French is an asset.
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 will be provided in the event of an interview;
- The position is based in Rome. A project-based contract is offered for the first six months; if performance is positively assessed, the contract will be further extended.

If you find yourself a fit for this role, we invite you to submit your CV along with a one-page cover letter to csmrecruitments@gmail.com.