**VACANCY: LOGISTICAL OFFICER**

- **Location**: Rome, Italy
- **Working hours**: 40%
- **Deadline 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. The role of Logistical Officer is done in direct collaboration with the Finance and Administrative Officer.

**Main duties and tasks of the Logistical Officer are:**

**Coordinating logistics for in-person meetings:**

- Booking flights, accommodation, and meals
- Facilitation of visa application process
- Payment of subsistence allowances to delegates,
- Booking and organizing meeting venues including the use of meeting rooms (i.e. CSIPM meeting room during CFS Plenaries).
- Liaise with interpreters to organize interpretation of meetings and conferences, and oversee the respect of interpreters working conditions and agreements.
• Taking care of participant list and actual attendance to meetings.
• Preparing logistics briefings.
• Photocopying of documents and preparation of folders to be distributed to participants.

**For online calls:**
• Generate Zoom links or Skype chats.
• Organize online interpretation.
• Circulate agendas and background documents to the interpreters.
• Open calls and assign interpreters into the interpretation booths.
• Provide technical assistance to the calls.
• Register participation/attendance to online meetings.
• Recording of online meetings and webinar, when needed.
• Oversee the work of any staff/volunteers responsible for CSIPM logistics, administration and finance.

**Logistical support for regional, sub-regional and constituencies meetings (once a year if financial resources allows it):**
Organize part of the logistics, mainly:
• Booking and purchasing of flights (not always but often);
• Preparation of background documentation for visa purpose;
• Liaison work with NGO/CSO taking care of the logistics of regional, sub-regional and constituencies consultations.

**Additional tasks taken over from time to time in support of other colleagues in the Secretariat:**
• If needed support in taking minutes of meetings and calls;
• Support in the facilitation of the policy work upon request of the CSIPM Secretariat’s coordinator, by: drafting emails to Advisory Group, Coordination Committee or Working Groups, study and analyse CFS policy documents for supporting CSIPM members in preparing their interventions and comments, presents the CSIPM to Member States and donors.

**Profile and requirements**
• University degree, relating to political science, sociology, economy, food security and nutrition, human rights or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training;
• Experience in working with social movements, Indigenous Peoples and civil society organizations that promote human rights approaches to food security and nutrition, gender equality and food sovereignty may be considered as a plus;
• At least 1 year of experience in logistics and organising meetings and conferences;
• Commitment to support civil society participation in inter-governmental policy dialogue and decision making;
• Understanding of, and experience in working with peoples’ organizations and social movements will be considered as a plus;
• Good oral and written communication skills;
• Fluent in English and Italian. Working knowledge of either Spanish or 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 by 12 May 2024.