

INTERNATIONAL TROPICAL TIMBER ORGANIZATION
Vacancy Announcement

Vacancy Announcement Number	VAC 68
Position/Title	Program Officer (ITTO-CITES Program)
Level (Grade)	P2/P3 (depending on experience/qualifications)
Duty Station	Yokohama, Japan
Duration of Appointment	1 year contract, possible renewal up to 4years
Date for Entry on Duty	March 1, 2012

DUTIES AND RESPONSIBILITIES

Under the guidance of the Executive Director and the Communication Manager the Program Assistant will facilitate implementation of the ITTO-CITES Program, consistent with ITTO's 2012-13 Work Program activity "Enhance Cooperation between ITTO and CITES", by inter alia:

- Reviewing activity proposals submitted by countries for funding under the element;
- Assisting with logistical and administrative oversight of all approved Program activities including reporting to ITTO, CITES and donors;
- Liaising with three regional coordinators, the CITES Secretariat and donors to ensure effective information sharing, monitoring and evaluation;
- Overseeing the maintenance and updating of a Program web site;
- Assisting with the compilation and editing of a quarterly Program newsletter; and
- Carrying out other associated tasks as directed.

QUALIFICATIONS AND EXPERIENCE

Forestry or related degree and good knowledge of tropical forestry issues, particularly related to CITES listed species

Excellent English skills, especially written; working knowledge of Spanish and/or French desirable

Ability to prepare clear, concise written reports on program activities/progress

Good computer skills (Word, Excel, basic web site maintenance)

National of ITTO member country

*/ The Executive Director reserves the right to make this appointment at a lower level than advertised.

SALARY

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

COMPETENCIES

The candidate should have a commitment to development, excellent communication skills, and the ability to guide and manage.

- Professionalism: highly proactive with excellent management ability and results oriented; ability to review and revise work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; proven analytical and conceptual ability; capable of producing clear and comprehensive reports; capable of identifying and addressing policy issues and presenting analytical findings and making decisions based on objective analysis;
- Communication: proficiency in written and verbal communication skills in English is mandatory including ability to communicate complex issues with people from different backgrounds, knowledge of French and/or Spanish will be advantageous;
- Teamwork: have excellent interpersonal skills with ability to work under pressure, capable of leading and gaining assistance of others in a team endeavor;
- Managing performance: ability to coach, mentor, motivate and develop and encourage good performance;
- Judgment/Decision-making: Good judgment and initiative, imagination and resourcefulness, energy and tact; capable of ensuring and effective work structure to maximize productivity and achieve results; and
- Technological awareness: ability to keep abreast of developments and relevant technologies applicable to the profession.

APPLICATION

Applications using the United Nations Personal History form (form P.11) should be sent to the following:

The Executive Director
International Tropical Timber Organization (ITTO)
International Organizations Center, 5th Floor
Pacifco-Yokohama, 1-1-1 Minato-Mirai, Nishi-ku
Yokohama, 220-0012 JAPAN

Tel.: (81-45) 223-1110

Fax: (81-45) 223-1111

E-mail: itto@itto.int

Please note that only applicants who are short-listed will be contacted.