

# INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

## VACANCY ANNOUNCEMENT No. 89

(DEADLINE FOR APPLICATION: 5 JUNE 2024, 17:00hrs JST)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
COMMUNICATIONS AND OUTREACH OFFICER	P-4*/Step 1	YOKOHAMA, JAPAN	1 August 2024	FIXED TERM: TWO YEARS (RENEWABLE)

### 1. DUTIES AND RESPONSIBILITIES

The Communications and Outreach Officer, under the general direction of the Director of Operations and the Executive Director, will be responsible for the Organization's communications and outreach program with the objective of effectively communicating and elevating ITTO's role and visibility in the global forest dialogue. The appointee will also be responsible for the editing and publication of diverse ITTO publications, including the quarterly Tropical Forest Update, TFU. Elements to be incorporated in ITTO communications will include amongst others, the need for economic development in forestry/the timber industry, impacts and contributions to climate change and biodiversity conservation and practices and innovations for sustainable development through sustainable tropical forest management and a vibrant trade of forest goods and services.

The Communications and Outreach Officer will:

- Be responsible for the creation of content for diverse media outlets that reflects the added value of ITTO's work to promote the expansion and diversification of international trade in tropical timber and forest products from sustainably managed and legally harvested forests and the sustainable management of tropical forests;
- Be in charge of the writing, editing, design and release of ITTO publications<sup>1</sup>, reports, newsletters, press releases, opinion pieces and other publicity materials, and manage the supply of printed materials;
- Be responsible for the management of the ITTO website, including updating with relevant content in the three official languages (English, French and Spanish) and Japanese (dependent on funding availability), its design & layout, functionality, and the use of analytics and other means for further improvement;
- Draft statements and prepare presentations for the Executive Director and Directors, as required;
- Coordinate communication and outreach associated with the sessions of the International Tropical Timber Council and for other events, as required;
- Arrange ITTO's participation in exhibitions at international forums and in public relations events in Japan, as required;
- Represent the organization at international meetings and forums as appropriate;
- Work with ITTO Secretariat colleagues and project executing agencies to develop communication products showcasing ITTO-funded field work, as well as its work on economic information, market intelligence and policy and technical development;
- Cultivate effective relationships with key media outlets;
- Coordinate the production and dissemination of promotional materials;
- Coordinate and oversee the work of the Communications Assistant and communication-related consultants, translators and vendors, including by managing related contracts, purchase orders and payments.

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

<sup>1</sup>These include the [Policy Series](#), the [Technical Series](#), [annual reports](#), the [Tropical Forest Update](#), and others.

## **2. QUALIFICATIONS AND EXPERIENCE**

The successful candidate will:

- Be a national of an ITTO Member Country;
- Have a suitable university degree, preferably with a post-graduate qualification in communication or journalism and good knowledge of forestry or other matters relevant to the technical work of the Organization;
- Have a minimum of seven years of progressively responsible working experience in communication or media, preferably in a multicultural environment;
- Have excellent written and verbal communication skills in English, including an ability to communicate complex issues with audiences from different backgrounds.

Knowledge of French and/or Spanish, and experience working in an international organization in the United Nations system, would be advantageous.

## **3. COMPETENCIES**

- Professionalism: highly proactive with excellent management ability and results oriented; good understanding of and commitment to the objectives of ITTO and its professional standards; capable of producing clear and comprehensive products; ability to review and revise work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; proven analytical and conceptual ability; ability to manage a small team effectively ; seek efficient, innovative solutions to problems and maximize productivity;
- Communication: Excellent communication skills and command of written and verbal English are mandatory, including the ability to effectively communicate complex issues with different audiences; knowledge of French and/or Spanish would be advantageous;
- Teamwork: possess excellent interpersonal skills with the ability to work under pressure; capable of leading and gaining assistance of others as a team endeavour;
- Managing performance: ability to coach, mentor, motivate and encourage high levels of performance;
- Technical awareness: ability to keep abreast of developments and relevant technologies applicable to the profession; foster uptake of new and emerging communication technologies and tools that lead to increased cost-effectiveness and improved outcomes.

## **4. 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.

## **5. APPLICATION**

Complete applications must be received electronically at ITTO headquarters by **17:00hrs JST, 5 June 2024**. They should comprise a cover letter explaining how the candidate meets the required qualifications; a completed United Nations Personal History Form (Form P.11); a curriculum vitae; and copies of tertiary education qualifications related to the job qualifications. Please address applications to the Executive Director at [oad@itto.int](mailto:oad@itto.int).

Shortlisted candidates will be requested to present certified true copies of tertiary education certificates on notification of being shortlisted. Qualified women are particularly encouraged to apply. Candidates should note that the official ITTO retirement age is 65.

Please note that only applicants who are shortlisted will be contacted.

## **ABOUT ITTO**

The International Tropical Timber Organization (ITTO) is an intergovernmental organization promoting the sustainable management and conservation of tropical forests and the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests. ITTO is headquartered in Yokohama, Japan and currently has 76 members which together represent about 90% of world trade in tropical timber and over 80% of the world's tropical forests.

ITTO develops internationally agreed policy guidelines and norms to encourage sustainable forest management (SFM) and sustainable tropical timber industries and trade. It assists tropical member countries to adapt such guidelines and norms to local circumstances and to implement them in the field through projects. In addition, ITTO collects, analyzes and disseminates data on the production and trade of tropical timber, promotes sustainable tropical timber supply chains and helps develop capacity in tropical forestry.

ITTO is an action and field-oriented organization with more than 35 years of experience. It has funded and assisted in the implementation of more than 1200 projects, pre-projects and activities addressing the many aspects of SFM, such as forest restoration; wood-use efficiency; the competitiveness of wood products; market intelligence and transparency in the tropical timber trade and tropical timber supply chains; forest law enforcement and governance; illegal logging; biodiversity conservation; climate change mitigation and adaptation; the contribution of non-timber forest products and ecosystem services; and the livelihoods of forest-dependent communities. All projects are funded by voluntary contributions.

ITTO was first established by the International Tropical Timber Agreement (ITTA), 1983, which was negotiated with a limited life span of ten (10) years under the auspices of the United Nations Conference on Trade and Development (UNCTAD) and came into force in 1985. The Organization became operational in 1987. The successor agreement to the ITTA, 1983 was negotiated in 1994 and came into force on 1 January 1997. The ITTA, 1994 continued to focus on the world tropical timber economy. In addition, it contained broader provisions for information sharing, including on non-tropical timber trade data and allowed for consideration of non-tropical timber issues as they relate to tropical timber. Building on the two previous agreements, negotiations for a successor to the ITTA, 1994 were concluded, again under the auspices of UNCTAD, in 2006 and the ITTA, 2006 entered into force on 7 December 2011 for a period of 10 years until 6 December 2021. In accordance with the respective provisions of the agreement, the 57<sup>th</sup> ITTC decided to extend the ITTA, 2006 for a period of five years, until 6 December 2026.

Unlike some other commodity agreements, the ITTA has no price regulation mechanisms or market intervention provisions, and accords equal importance to trade and conservation. ITTO's underlying concept is sustainable development of tropical forests by encouraging and assisting the tropical timber industry and trade to manage and thus conserve the resource bases upon which they depend.

### Contact Details:

International Tropical Timber Organization (ITTO)  
International Organizations Center, 5th Floor  
Pacifico-Yokohama, 1-1-1 Minato-Mirai, Nishi-ku  
Yokohama, 220-0012 JAPAN  
Tel.: (+81) 45 223-1110  
E-mail: [oad@itto.int](mailto:oad@itto.int)

## **ITTO Membership**

### **Producing Members (37)**

#### ***Africa (14)***

Angola  
Benin  
Cameroon  
Central African Republic  
Congo  
Côte d'Ivoire  
Democratic Republic of the Congo  
Gabon  
Ghana  
Liberia  
Madagascar  
Mali  
Mozambique  
Togo

#### ***Asia & Pacific (10)***

Cambodia  
Fiji  
India  
Indonesia  
Malaysia  
Myanmar  
Papua New Guinea  
Philippines  
Thailand  
Viet Nam

#### ***Latin America (13)***

Brazil  
Colombia  
Costa Rica  
Ecuador  
Guatemala  
Guyana  
Honduras  
Mexico  
Panama  
Peru  
Suriname  
Trinidad and Tobago  
Venezuela (Bolivarian  
Republic of)

### **Consuming Members (39)**

Albania  
Australia  
Canada  
China

#### ***European Union (27)\****

Austria  
Belgium  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Ireland  
Italy  
Latvia  
Lithuania  
Luxembourg  
Malta  
Netherlands  
Poland  
Portugal  
Romania  
Slovakia  
Slovenia  
Spain  
Sweden

Japan  
New Zealand  
Norway  
Republic of Korea  
Switzerland  
United Kingdom  
United States of America

*\* EU is a member of ITTO in its own right*