

# INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

## VACANCY ANNOUNCEMENT No. 78

(DEADLINE FOR APPLICATION: 16 JUNE 2017)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
<b>ASSISTANT DIRECTOR (Division of Operations)</b>	<b>D-1*/</b>	<b>YOKOHAMA, JAPAN</b>	<b>1 SEPTEMBER 2017</b>	<b>FIXED TERM: TWO YEARS (RENEWABLE)</b>

### 1. DUTIES AND RESPONSIBILITIES

The Assistant Director-Operations, under the general direction of the Executive Director, will be responsible for the overall operations of the Organization; for external relations and communication; and for promoting producer-consumer relations including on issues related to markets and forest products supply chains. Overarching tasks will include:

- The overall organization, and smooth running of the Organization's Program of Work and to maximize its overall role and relevance for the benefit of ITTO members and within the international forest community. This will include overseeing the financial management of the Organization; managing the Organization's human resources and general administrative services; and ensuring that the provisions of the ITTA, 2006, Decisions of the Council, Staff Regulations and Rules, Rules and procedures, Financial Rules and Guidelines are complied with.
- Effective communication and outreach activities and managing external relations including with ITTO members, the international forest regime (UNFF, CPF, etc.), civil society organizations and the private sector;
- Developing and implementing pro-active fundraising strategies with the objective of increasing and broadening the financial basis of the organization;
- Promoting producer-consumer country relationships including promoting sustainable value chains, incentive mechanisms for increased private sector investments and public-private partnerships as well as promoting trade and access to markets of sustainably produced harvested and climate friendly wood products including wood-based energy.

More specifically, the responsibilities will include:

- Ensuring the overall proactive management of the Organization, providing strategic vision and planning for the Organization's Policy Work, programs, projects and activities, financial management and administrative services;
- Establishing and implementing effective procedures for responding to additional funding opportunities for the Organization, including pro-active fundraising activities, such as calls for proposals that are relevant to ITTO's work, developing and promoting funding proposals, including to the Green Climate Fund, and establishing trustful relationships with prospective donors and financial partner organizations;
- Managing the Sessions of the International Tropical Timber Council and its Associated Committees, including carrying out the functions of Secretary to the Council, and preparing documents for the Council and its subsidiary bodies as appropriate;
- Overseeing the management of the Organization's regular project cycle, including meeting(s) of the Expert Panel on Project Appraisal as well as the implementation of the Organization's Thematic Programs;
- Reviewing project financial statements (including audited project accounts) and overseeing financial file closure procedures;
- Overseeing the annual preparation and finalization of the financial accounts of the Organization including arranging for the completion of the Organization's annual financial audit;
- In consultation with the Technical Divisions, assisting in the assessment of project and pre-project proposals submitted, and providing Member Countries with relevant assistance in conformity with the objectives and priorities of the Organization and in designing, planning and implementing the Organization's monitoring and evaluation system;
- Managing the Organization's human resources, including conducting regular staff performance appraisals, providing training facilities for improving staff skills, maintaining personnel records, and overseeing provident fund management and staff welfare, including life, medical and health insurance coverage, office environment, etc.;

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

- Overseeing implementation of the Organization's outreach and communication activities, including Tropical Forest Update, Annual Report, website maintenance and enhancement, ITTO Fellowship Programme, public relations to promote the Organization; overseeing all ITTO publications, including the Organization's Technical Series, brochures, etc.;
- Managing and improving the Organization's Information Technology facilities, library facilities and supervising procurement and maintenance of equipment and assets of the Organization;
- Managing, in support of the Executive Director, the Organization's external relations with ITTO members, the host country, the international forest regime, civil society organizations and the private sector. Developing strategic partnerships with key development partners. Assuring ITTO's prominent representation in relevant international meetings, conferences, processes and initiatives;
- Taking leadership in managing producer-consumer country relations and trade by promoting access of sustainably harvested tropical wood products (timber, non-timber, wood-based energy) to consumer markets, through development of fiscal and non-fiscal incentives for climate-smart and green investment frameworks; supply-chain measures (such as certification, log tracking); consumer procurement policies; capacity building; and strategic partnerships and initiatives;
- Providing general input and support to the Executive Director and Technical Divisions of the Organization for the implementation of the Organization's policy work, programs, projects and activities;
- Performing other duties assigned by the Executive Director.

## **2. QUALIFICATIONS AND EXPERIENCE**

- Be a national of an ITTO Member Country.
- Suitable Advanced University degree with post-graduate qualification in matters relevant to the administrative and/or technical work of the Organization.
- A minimum of fifteen years of progressively responsible post-qualification working experience, including in a multi-cultural environment, including administrative and management experience;
- Broad work experience with ITTO producer and consumer countries.
- Knowledge of development, technical, social, investment and other issues relevant to the promotion of sustainable management, processing and trade pertaining to tropical forests and timber in ITTO Producer countries.
- Excellent knowledge of and exposure to the international forest, climate change and trade regime and related processes and initiatives, including international negotiation processes.

## **3. COMPETENCIES**

- Professionalism: highly proactive with excellent managerial ability and results orientation; ability to review and revise work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; excellent 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: excellent command of English in both written and verbal communication is mandatory, including ability to communicate with people from different backgrounds, knowledge of French and/or Spanish will be advantageous.
- Teamwork: excellent interpersonal skills with ability to work under pressure, capable of leading and gaining the cooperation of others in a team endeavour, including for fundraising activities.
- 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 effective work structure to maximize productivity and achieve results.
- Technological awareness: ability to keep abreast of developments and relevant technologies applicable to the profession.

## **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**

Written applications including a cover letter explaining how the candidate meets the required qualifications, a completed United Nations Personal History Form (Form P.11), a CV and additional supporting materials related to the job qualifications should be received at ITTO headquarters by 16 June 2017. Women are particularly encouraged to apply.

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

## **ABOUT ITTO**

The International Tropical Timber Organization (ITTO) is an intergovernmental organization promoting the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management and conservation of tropical timber producing forests. ITTO develops internationally agreed policy documents and guidelines to promote sustainable forest management/utilization and forest conservation. It assists tropical member countries to adapt such policies 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 and funds projects and other actions aimed at developing industries at both the community and industrial scales. Since it became operational in 1987, ITTO has funded more than 1000 projects, pre-projects and activities valued at more than US\$400 million. All projects are funded by voluntary contributions, the major donors being the governments of Japan, the United States of America, Norway and the European Union. ITTO is headquartered in Yokohama, Japan and currently has a membership of 72 countries, plus the European Union, which together represent about 90 percent of world trade in tropical timber and over 80% of the world's tropical forests.

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 and will remain in force for a period of 10 years unless the Council decides to extend, renegotiate or terminate it in accordance with the respective provisions of the agreement.

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.

## **ITTO Membership**

### **Producing Members (35)**

#### ***Africa (13)***

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  
Vietnam

#### ***Latin America (12)***

Brazil  
Colombia  
Costa Rica  
Ecuador  
Guatemala  
Guyana  
Honduras  
Mexico  
Panama  
Peru  
Suriname  
Trinidad and Tobago

### **Consuming Members (38)**

Albania  
Australia  
China

#### ***European Union (28)\****

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  
United Kingdom

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

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