

International Food Security & Nutrition Civil Society Mechanism (CSM) Secretariat

Terms of Reference (ToR) – Finance & Administration Officer

Location: Rome

Working hours: Part-time (50%)

Background

In 2009, the Committee on World Food Security (CFS) underwent reform, and Member States recognised the right of CSOs to autonomously establish a global mechanism for food security and nutrition which will function as a facilitating body for CSO/NGOs consultation and participation in the CFS. In response, CSOs endorsed a proposal for the establishment of the International Food Security & Nutrition Civil Society Mechanism (CSM) during a Consultation in October 2010, which was subsequently acknowledged by CFS Member States during the 36th Session of the CFS in the same month.

The CSM is the largest international mechanism of civil society organisations (CSOs) seeking to influence agriculture, food security and nutrition policies and actions, at the national, regional and global levels. Currently, the CSM is reaching out to over 900 CSOs in all continents, sharing information with them on global policy debates and processes, promoting civil society consultations and dialogue, supporting national and regional advocacy and facilitating the participation of a diverse range of CSOs, all in the context of the CFS.

The CSM Secretariat, which maintains a politically neutral role within the CSM, is dedicated to facilitating the functions of the CSM, including organising an annual CSO Forum, and providing inter-sessional support to the 4 CSO representatives on the CFS Advisory Group and the CSM Coordination Committee with their work at the national, regional and global levels. The Secretariat is also responsible for providing on a daily basis, overall coordination, logistic, financial and communication support to increase the overall capacity of the CSM and its members. Special efforts are made to engage in outreach activities and awareness raising to continually expand CSO participation in the CSM and to support CSO engagement and inputs into the key CFS policy negotiations and activities.

Responsibilities

Finance

- General: maintain a coordinated overview of CSM funding needs, income and expenditure
- Fundraising: Assist with the preparation of funding proposals for submission to donors
- Administration of funding: Identify NGOs to administer funds on behalf of the CSM and facilitate the signing of LoAs between these NGOs and the donors
- Expenditure: Liaise with NGOs administering funds on behalf of the CSM to facilitate CSM expenditures
- Reporting: Account for CSM expenditures and prepare financial reports for submission to NGOs administering funds on behalf of the CSM for onward submission to donors and to the CSM Coordination Committee. This includes the preparation of an Annual Financial Report regarding income and expenditure to be presented to the Coordination Committee during the CSM Annual Forum.
- Explore and propose long term options for the administration of CSM funds

- Assist in preparing a long-term financial plan for the CSM and to help ensure the cost-effective functioning of the CSM Secretariat.

Administration & logistics

- Oversee the work of any staff/volunteers responsible for CSM logistics, administration and finance
- For CSM facilitated meetings: booking of flights, facilitating visas, booking accommodation and meals, organising payment of subsistence allowances, organising meeting venues, preparing logistics briefings
- Facilitate oral interpretation and written translations
- Oversee the functioning of any future CSM Secretariat office in Rome

Additional responsibilities

- To assist with other areas of work as agreed with the CSM Secretariat Coordinator and according to time availability

Selection criteria

Essential

- Advanced university degree, in relevant subject, or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training
- At least 2 years experience of finance and administration work, including work with peoples' organisations and social movements
- Dedicated to work with and support others from civil society organisations, to promote improvements in policies and actions for food security & nutrition, food sovereignty and the right to food for all.
- Commitment to, and experience in, supporting civil society participation in inter-governmental policy dialogue and decision making
- Substantial understanding of, and experience working with, peoples' organisations and social movements
- Excellent financial management and administration skills
- Excellent oral and written communication skills
- Self-motivated and proactive team worker
- High level in English, French, Spanish and Italian
- Ability to facilitate work in a context of intercultural and intercontinental diversity
- Strong knowledge of, and interest in, international agriculture, food security and nutrition issues