

12.01.2016

JOB VACANCY: Full-time member of support team of the International Panel of Experts on Sustainable Food Systems (IPES-Food)

The International Panel of Experts on Sustainable Food Systems (IPES-Food) is looking for a full-time staff member to join its secretariat and support the range of work undertaken by the panel.

IPES-Food is a new independent panel that brings together different disciplines and different types of knowledge in order to influence processes of food systems reform in various regions of the world. The panel looks holistically at the problems in global food systems, and is focused in particular on power relations and the political economy of food systems. The panel is co-chaired by Olivier De Schutter (former UN Special Rapporteur on the right to food) and Olivia Yambi (nutritionist and former UNICEF representative to Kenya), and comprises environmental scientists, development economists, public health specialists, agronomists and sociologists, as well as experienced practitioners from civil society and social movements.

The panel provides analysis of food systems (e.g. through reports, briefs and other outputs), adopting a systems-wide perspective, and convenes discussions among multiple actors with food systems knowledge. Through its various workstreams the panel contributes to the shaping of policies and reforms related to sustainable food systems. More on IPES-Food can be found here: www.ipes-food.org

Job functions:

The chosen candidate would join the current coordinator in contributing to the various tasks carried out by the secretariat, including:

- *Strategic:* Long-term strategic planning in conjunction with co-chairs, internal communications with panel members.
- *Outreach:* Forging and managing partnerships, representation at events, advocacy.
- *Communications:* Communications with stakeholders, media relations, updating website, dissemination strategy for reports.
- *Research support:* Research and editorial support for reports, liaising with research assistants.
- *Events:* Planning internal panel meetings, planning external consultations, workshops and other events linked to workstreams.
- *Fundraising:* Preparing fundraising budgets and briefs, and meeting with potential donors, in order to secure additional financing.
- *Administration & Financial:* Budget planning, liaison with funders.

Requirements:

- Excellent knowledge of food systems issues. Motivation to work towards food systems reform and integrated understandings of food systems.
- An all-rounder with a range of skills and a high degree of flexibility.
- Minimum 2-3 years experience in policy-related roles on food and/or related fields (e.g. agriculture, environment, trade, development, nutrition and health).
- Master's level qualifications in a relevant field; PhD / post-doctoral research may be an asset depending on responsibilities candidate wishes to emphasize (see below), but not essential.
- Ability to write and communicate clearly on complex topics; strong editorial skills.
- Strong analytical skills, allowing rapid understanding of political processes and contribution to research processes.
- Some experience of project management, including events planning and budgeting is essential.
- Fundraising and experience of donor relations is desirable.
- Communications / Media Relations / Website Management experience is a strong asset.
- Fluent in English (written and spoken). Knowledge of French (written and spoken) would be a major asset; other languages also a significant asset.

NB There is scope for the role to be adapted on the basis of strong candidatures with more specialized profiles (e.g. those applying primarily as a researcher / project manager / fundraiser). Candidates are therefore welcome to emphasize particular areas of responsibility which they have an interest and expertise in taking on.



Conditions:

- The secretariat is based in Brussels and officially hosted at the Université Catholique de Louvain (UCL). Other working locations could potentially be considered on the basis of strong candidatures.
- Fixed-term contract (CDD) of 12 months with extension foreseen.
- Competitive salary based on UCL university payscale.
- Regular short-term travel (2-4 times per year) required for panel meetings, liaison with donors and external events.

How to apply:

Candidates must send the following documents to nick.jacobs@ipes-food.org by **5th February 2016**.

- CV
- Cover letter (1-page maximum)
- Writing sample in English (e.g. published article, blog, executive summary of dissertation).