

GFSP Secretariat Position Descriptions

Job Title: Chief Executive Officer
Reports to: WB Agriculture Practice Manager, East Asia & Pacific (and informally to the Governing Council)
Grade: GH

Summary:

The CEO will:

- Provide leadership to the GFSP under the guidance from the GFSP Governing Council and the Agriculture Practice Manager;
- Lead the GFSP Secretariat in its day to day operations, implementing the GFSP Strategic Plan and associated Operational Work Plans in accordance with the GFSP's Vision and Mission and guidance from the Governing Council;
- Ensure that the GFSP Governing Council has all necessary inputs from the Secretariat to enable it to fulfill its functions; and
- Be the primary spokesperson for the GFSP in public fora and with WBG senior management within the WBG.
- Lead GFSP engagement with stakeholders including interaction and collaboration with GFSP partners and other participants - including international organizations, governments, private sector organizations and non-government organizations globally, as appropriate.

Major Functions and Accountabilities:

1. Governance, Administration and Strategic Support:

The CEO supports the operations and administration of the GFSP Governing Council by: advising and informing Council members on status of GFSP operations, including but not limited to submission of the GFSP Annual Report; interfacing between the Council, the GFSP Secretariat and GFSP partners; managing GFSP Secretariat staff and retained consultants. ^[1]_[SEP]

2. Partner and Stakeholder Engagement:

The CEO will actively engage with GFSP partners and the broader stakeholder group to promote involvement and ongoing investment in the GFSP. The CEO will ensure that the Governing Council is kept fully informed about the status of GFSP partners and will oversee proactive activities to attract new partners. The CEO will be 'the face' of GFSP and ^[1]_[SEP] will communicate and advocate for the GFSP in relevant forums to ensure that the GFSP is presented consistently in a strong, positive light to relevant stakeholders.

3. Program Delivery:

The CEO will provide leadership in developing and overseeing the design, implementation and strategic delivery of GFSP initiatives. The CEO will put in place the necessary collaborative

processes, forums and communication structures to ensure effective implementation of the GFSP Operational Plan.

4. Financial Management:

The CEO will have overall responsibility for managing the GFSP budget. This will be done in accordance with relevant World Bank policies and procedures, specifically those related to financial management, procurement and the implementation of activities supported by the Multi-Donor Trust Fund. The CEO will recommend the yearly budget for agreement by the Governing Council and maintain official records and documents, ensuring compliance with relevant laws and regulations.

5. Human Resource Management:

The CEO will effectively manage the human resources of the GFSP Secretariat including staff on salary as well as retained consultants and seconded personnel. This will be done in accordance with World Bank policies and procedures. The CEO, in consultation with World Bank Human Resources staff, will be responsible for the recruitment, employment, and release of all personnel, and for maintaining a climate that attracts, keeps, and motivates a diverse staff of top quality people.

Skills and Experience:

The CEO will have:

- At least 15 years experience with a minimum of 10 years experience as a leader in the food safety sector or a related field
- Strong experience in partnership engagement across public, private, academic, international and non-government organizations with responsibilities regarding food safety
- An ability to demonstrate strong leadership in mobilizing teams and in developing and sustaining partnerships domestically and internationally to support collaborations and capacity development in food safety program delivery and standard setting
- An understanding of and experience related to international development; some experience in working with the World Bank Group; and experience in regional/international food safety capacity building
- First-hand experience in managing and leading multi-disciplinary organizations
- Leadership demonstrated at the domestic, regional and international level in key forums associated with food safety
- Leadership and representation skills of the highest order to enable discussions with representatives from all sectors associated with the GFSP
- Demonstrated drive for results including proven experience in identifying necessary resources to accomplish results involving multiple stakeholders and finding solutions to challenges affecting key deliverables
- Demonstrated ability to build and support organized and focused teams, while actively seeking and considering diverse ideas and approaches

- High level experience in the sharing of best practice, knowledge and lessons learned, articulating ideas verbally and in writing in a clear and compelling way across audiences of varied levels

Public Sector Food Safety Regulatory Systems

Job Title: Program Manager - Public Sector Food Safety Regulatory Systems

Reports to: CEO

Grade: GG

Summary:

The Program Manager - Public Sector Food Safety Regulatory Systems will be responsible for ensuring that initiatives undertaken by the GFSP are relevant and responsive to the capacity needs of public sector food regulatory systems. This person will need to liaise closely with public sector authorities and to promote close engagement with private, academic and international organisation partners within the GFSP.

Major Functions and Accountabilities:

1. GFSP Strategy and Operations:

The Program Manager - Public Sector Food Safety Regulatory Systems will actively contribute to and support the development and implementation of the GFSP Strategic and Operational Plans, including associated budgets. The Program Manager will advise on establishment and membership of any relevant Task Groups to ensure that the needs of public sector food safety regulatory systems are reflected and captured in relevant planning and processes. They will act as the key point of contact on issues related to the implementation of GFSP initiatives relevant to the public sector

2. Technical Advisory:

The Program Manager - Public Sector Food Safety Regulatory Systems will be the primary source of technical knowledge and advice regarding food safety, particularly with respect to how it relates to Public Sector Food Safety Regulatory Systems. They will support the CEO and represent the GFSP as required on technical matters, including development of criteria for capacity building activities, selection of project proposals and other matters relevant to the GFSP in meeting of the Governing Council, internal World Bank meetings or external meetings and forums. They will direct and provide oversight on relevant studies, evaluations, analyses which are initiated or commissioned by the GFSP

3. Stakeholder Engagement:

The Program Manager - Public Sector Food Safety Regulatory Systems will actively engage with GFSP partners and other relevant public sector stakeholders, to consult with and promote involvement in the GFSP. They will support the CEO as the liaison point for public sector organisations and on issues relevant to such organisations. They will act as a support to the CEO by representing the GFSP in relevant forums as required.

4. Program Delivery/Project Management:

The Program Manager - Public Sector Food Safety Regulatory Systems will provide leadership in developing and overseeing the design, implementation and strategic delivery of GFSP initiatives as they relate to public sector regulatory organisations. They will actively support the necessary collaborative processes, forums and communication structures to ensure effective implementation of the GFSP Operational Plan. They will also work closely with the Program Manager – Private Sector and Value Chain Systems to ensure information exchange and streamlined processes that leverage and benefit both sectors.

Skills and Experience:

The Program Manager – Public Sector Food Safety Regulatory Systems will have:

- Post-graduate qualifications in food safety or related discipline and a minimum of 10 years experience working in a public sector food regulatory authority, including working in the international setting;
- Leadership demonstrated at the domestic, regional and international level in key forums associated with food safety
- High level understanding of the principles of international development and experience in international food safety capacity building
- Experience of working with the World Bank Group in a professional capacity
- Leadership, communication and representation skills of the highest order to enable discussions with representatives from all sectors associated with the GFSP
- High level experience in the sharing of best practice, knowledge and lessons learned, articulating ideas verbally and in writing in a clear and compelling way across audiences of varied levels

Private Sector Value Chain Regulatory Systems

Job Title: Program Manager – Private Sector and Value Chain Systems

Reports to: CEO

Grade: GG

Summary:

The Program Manager - Private Sector and Value Chain Systems will be responsible for ensuring that initiatives undertaken by the GFSP are relevant and responsive to the needs of the private sector and relevant value chain systems. This person will need to liaise closely with the private sector and to promote close engagement with public, academic and international organisation partners within the GFSP.

Major Functions and Accountabilities:

1. GFSP Strategy and Operations:

The Program Manager – Private Sector and Value Chain Systems will actively contribute to and support the development and implementation of the GFSP Strategic and Operational Plans, including associated budgets. They will advise on establishment and membership of any relevant Task Groups to ensure that the needs of private sector and the various stakeholders along relevant value chains are reflected and captured in relevant planning and processes. They will act as the key point of contact on issues related to the implementation of GFSP initiatives relevant to the private sector.

2. Technical Advisory:

The Program Manager – Private Sector and Value Chain Systems will be the primary source of technical knowledge and advice regarding food safety, particularly with respect to how it relates to private sector food safety management. They will support the CEO and represent the GFSP as required on technical matters, including development of criteria for capacity building activities, selection of project proposals and other matters relevant to the GFSP in meeting of the Governing Council, internal World Bank meetings or external meetings and forums. Direct and provide oversight on relevant studies, evaluations, analyses which are initiated or commissioned by the GFSP.

3. Stakeholder Engagement:

The Program Manager - Private Sector and Value Chain Systems will actively engage with GFSP partners, particularly private sector partners to consult with and promote involvement in the GFSP. They will support the CEO as the liaison point for private sector organisations including industry associations and other relevant professional organizations and individual companies. They will act as a support to the CEO by representing the GFSP in relevant forums as required.

4. Program Delivery/Project Management:

The Program Manager - Private Sector and Value Chain Systems will provide leadership in developing and overseeing the design, implementation and strategic delivery of GFSP initiatives as they relate to private sector organisations, including SMEs and/or organisations within relevant value chains. They will actively support the necessary collaborative processes, forums and communication structures to ensure effective implementation of the GFSP Operational Plan. They will also work closely with the Program Manager - Public Sector Food Safety Regulatory Systems to ensure information exchange and streamlined processes that leverage and benefit both sectors.

Skills and Experience:

Specifically, the Program Manager – Private Sector and Value Chain Systems will have:

- a minimum of 10 years experience working in the food system with significant experience of working with the private sector and the value chains associated with food related businesses;
- Leadership demonstrated at the domestic, regional and international level in key forums associated with food safety and agri-business value chains
- High level understanding of the principles of international development and experience in international food safety capacity building
- Leadership, communication and representation skills of the highest order to enable discussions with representatives from all sectors associated with the GFSP
- High level experience in the sharing of best practice, knowledge and lessons learned, articulating ideas verbally and in writing in a clear and compelling way across audiences of varied levels

Communications

Job Title: Communications Officer

Reports to: CEO

Grade: GG

Summary:

The Communications Officer will be responsible for a GFSP Communications Strategy and Work Plan that is linked to the GFSP Strategy and Operational Plan. They will coordinate GFSP internal and external communications and managing information associated with the GFSP website. This will include a specific focus on refining and strengthening GFSP's value proposition for existing and prospective partners.

The Communications Officer is required to maintain a proactive relationship with all partners and stakeholders. They will be responsible for developing and implementing systems and processes to compile, monitor, track and communicate significant developments and trends in emerging issues that are relevant to GFSP. Working closely with CEO and the Program Managers, they will be responsible for overseeing the design of appropriate communication tools and statements to address issues in a timely, responsible manner and ensure that GFSP is consistently presented in a strong, positive light to partners and stakeholders.

Major Functions and Accountabilities

1. Developing Communication Plans

Advise on, prepare and implement GFSP communication plans in association with GFSP communications budget to effectively position the GFSP with key partners and stakeholders. This will entail providing regular updates, promoting audience engagement, identifying communications opportunities, regularly documenting activities and events in a compelling format and managing communications subcontractors if and when necessary.

2. Executing Powerful Communication

Prepare a range of powerful communication materials and messaging for use in meetings, forums and to promote GFSP in a range of media. This will include the development, distribution, and maintenance of all print and electronic ^[L]_[SEP] collateral including, newsletters, brochures, and the GFSP website. ^[L]_[SEP] In addition, implement a range of social and digital media as appropriate.

Liaise with government, industry and academic stakeholders to ensure effective communication about GFSP and related activities across sectors. Identify opportunities for collaboration, joint activities and joint statements. Regularly share updated talking points and offer guest blogs and other communication products that can facilitate better understanding of the issues that matter to the GFSP and its diverse stakeholders.

3. Stakeholder Engagement

Provide active support to the GFSP CEO and Program Directors to develop contacts with potential partners/stakeholders; map existing stakeholders, determining and promoting means of effective communication on a regular basis.

3. Coordination with World Bank and International Finance Cooperation

Coordinate with WB Regional and IFC focal points when appropriate for communication, program implementation and liaison with client Governments. Work with the GFSP CEO and Program Managers to ensure that the GFSP is seen as a valuable resource by other sectors (Global Practices) within the World Bank that are closely linked to issues covered by the GFSP beyond agriculture.

Skills and Experience:

- A degree in communications or relevant subject area;
- At least 10 years experience in a senior communications role, including experience within the World Bank;
- Exceptional communication skills, both verbal and written, with the ability to engage high level stakeholders from a range of sectors
- An extensive print and social media communications network
- A working knowledge of food safety
- Proficiency in Microsoft Word, Outlook, Power Point and Excel
- A team player, creative thinker and outstanding attention to detail.

Program Coordination

Job Title: Program Coordination Officer
Reports to: CEO
Grade: GF

Summary:

The Program Coordination Officer will provide oversight on GFSP initiatives from the perspective of ensuring there is no duplication of effort, that initiatives are leveraged to the extent possible and to ensure effective and efficient application of resources. They will manage the database of service providers and coordinate processes associated with sourcing service providers to fulfill needs associated with GFSP initiatives.

Major Functions and Accountabilities:

- Establish and maintain a database of all GFSP initiatives including key objectives and all associated stakeholders and service providers; and all GFSP service providers and available food safety capacity building programs
- Establish and monitor a tracking system for all GFSP activities and report against this as required
- Ensure effective and continuous cross-communication across GFSP initiatives as appropriate and relevant
- Assist in facilitation of Task Group meetings and other relevant stakeholder forums
- Maintain active communication and liaison with GFSP activities and relevant key stakeholders
- Support the CEO and Secretariat team by providing updates on GFSP activities and linkages between activities

Skills and Experience:

- A degree and at least 10 years of experience in a related field, preferably with some experience in food safety
- Outstanding coordination and organizational skills
- Superb communication skills (verbal & written) in English
- Positive attitude and outstanding attention to detail
- Proficiency in Microsoft Word, Outlook, Power Point and Excel

Finance and Administration

Job Title: Resource Management Officer

Reports to: CEO

Grade: GF

Summary:

The Resource Management Officer will co-ordinate and manage the financial and administrative operations associated with the GFSP including procurement and processing of GFSP investments. They will also manage all administrative processes and actions relevant to the GFSP.

Major Functions and Accountabilities:

- Ensure that GFSP operates in compliance with World Bank financial and administrative processes and policies
- Manage all GFSP procurement and oversee liaison with vendors.
- Access, monitor and prepare reports on all financial transactions, ensuring compliance with World Bank policies and processes.
- Support the CEO in the preparation and presentation of financial reports to the Governing Council and relevant World Bank staff
- Support the CEO and the GFSP Secretariat in ensuring effective administration of GFSP programs, events and meetings.

Skills and Experience:

- A degree in accounting, finance or a related field
- At least five years of experience in finance/accounting and working as an administrative/financial manager
- Exceptional administrative and organizational skills, with a high degree of independence
- Superb communication skills (verbal & written) in English
- Positive attitude, creative thinker and outstanding attention to detail
- Proficiency in Microsoft Word, Outlook, Power Point and Excel
- A working knowledge of food safety would be an advantage

Program Support

Job Title: Program Assistant
Reports to: CEO
Grade: GC/GD

Summary:

The Program Assistant is responsible for supporting GFSP's delivery of programs and operations. They will work closely with the GFSP CEO; and the entire GFSP Secretariat to support the team's administrative and program requirements.

Major Functions and Accountabilities:

- Provide administrative support for the GFSP Secretariat as required
- Support the Program Managers in the preparation of GFSP program materials and/or processes, as required
- Support the Manager, Finance and Administration as required
- Maintain a stakeholder database, with all relevant contacts and support collaborative activities with GFSP partners and stakeholders
- Provide administrative support to the GFSP Governing Council meetings and other meeting/events as appropriate including coordination of meetings, maintaining records of Governing Council business and recording meeting minutes

Skills and Experience:

- A degree and at least 15 years of experience in the World Bank
- Superb communication skills (verbal & written) in English
- Tact and diplomacy, with the ability to make professional, intuitive judgments
- Positive attitude, creative thinker and outstanding attention to detail
- Proficiency in Microsoft Word, Outlook, Power Point and Excel and World Bank systems
- A working knowledge of food safety would be an advantage

Estimated Annual Budget Associated with GFSP Secretariat Based at the World Bank Headquarters

Proposed Positions and Associated Travel	Estimated Costs* (USD net)
Chief Executive Officer	270,000
Program Manager - Regulatory	210,000
Program Manager - Private Sector	210,000
Communications Officer	210,000
Program Coordinator	150,000
Resource Management Officer	150,000
Program Assistant	120,000
<i>Secretariat Travel</i>	<i>150,000</i>
Total	1,470,000

* Costs included for Secretariat positions include estimated salary, benefits and overheads