

The following vacancy announcement is posted consistent with the provisions of ITTC Decision 5(LVI) 'Matters related to Article 14 of the ITTA, 2006, regarding the recruitment, selection, and term of the Executive Director'

DEADLINE FOR APPLICATION:
15 April 2021, 23:59 Japan Standard Time (JST)

Position/Title	Level (Grade)	Duty station	Date for entry of duty	Duration of assignment
Executive Director	ASG	Yokohama, Japan	1 December 2021¹	Fixed Term: 4 years <i>(Extendable for up to 2 years, pending Council approval)</i>

The International Tropical Timber Organization (ITTO), a commodity organization headquartered in Yokohama, Japan is in the process of appointing a new Executive Director.

The ITTO mission is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management of tropical timber producing forests. The Executive Director is the chief administrative officer of the International Tropical Timber Organization and is responsible to the International Tropical Timber Council for the administration and operation of the International Tropical Timber Agreement, 2006, in accordance with decisions of the Council. (Article 14.3, ITTA, 2006).

Functions:

- The Executive Director will strategically lead, oversee and direct the work and the performance of the ITTO Secretariat as mandated by the Council;
- Implement strategic priorities, policies and initiatives as decided by the Council;
- Lead the organization's finance, risk management, and corporate governance;
- Ensure efficient, effective and transparent management of existing structures and procedures for the administration and operation of the ITTA, 2006;
- Foster and enhance synergies and collaboration among members of the organization;
- Represent ITTO; strengthen and maintain close partnerships with high-level stakeholders, including the relevant Multilateral Agreements, International Organizations, representatives of government at relevant levels, civil society, including the private sector, and the UN to support of the delivery of the ITTA, 2006;
- Oversee and implement strategies for the mobilization of resources necessary for the implementation of the strategic priorities, policies and initiatives as decided by the Council, development of relations with donors other than ITTO members and strategies for partnership with stakeholders, including innovative modalities for the mobilization of resources;
- Create an environment in the Secretariat that fosters innovation and that empowers staff to translate vision into results.

The ITTO applies an equal opportunity recruitment policy and will consider all applications regardless of gender, religion, race or sexual orientation. Candidates must however be citizens of an ITTO member country.

1. Competencies

Demonstrates:

- i. Professionalism: Professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- ii. Accountability: Ability to operate in compliance with state-of-the-art organizational rules and regulations, to deliver high quality results within agreed timeframes, within projected cost and to agreed quality standards in a transparent manner;
- iii. Communication: Ability to communicate effectively orally and in writing to a wide range of audiences. Listens to others, correctly interprets messages from others and responds promptly and appropriately. Openness in sharing information and keeping people informed;
- iv. Leadership: Ability to motivate staff and to delegate the appropriate responsibility, accountability and decision-making authority to each staff member. Makes sure that roles, responsibilities and reporting lines are clear, and that progress is monitored against targets;
- v. Ethical standards: Committed to the highest ethical standards in furtherance of his/her mission and the objectives of the ITTO;

¹ Or as otherwise decided by the ITTC at its 57th Session

- vi. Diversity and gender balance: Committed to promoting equal opportunities and the implementation of the ITTO Guidelines on Gender Equality and Empowerment of Women;
- vii. Diplomatic and negotiation skills: experience in working with high-level representatives from government, international organizations, private sector/civil society, and engaging with donors.

2. Professional Experience

- i. Managerial experience: a proven track record and a minimum of 15 years of progressively responsible experience in managing complex programs, financial/human resources and strategic planning in areas relevant to forestry, trade, environment and other related fields;
- ii. Specific experience: demonstrated experience in the field of natural resource management, in particular sustainable forest management and related timber trade would be a distinct advantage;
- iii. International experience: demonstrated track record of professional experience of work in a leading capacity at the international level in and/or international organizations and of working in diverse, multicultural settings; Working experience in ITTO related fields in more than one region of ITTO membership would be an advantage;
- iv. Partnership building and fundraising experience: Demonstrated experience in creating strategic partnerships/networks and promoting initiatives with partner organizations. Demonstrated experience in mobilization of financial resources would be a distinct advantage.

3. Education

Master's or Ph.D. degree in forestry, natural resource management and conservation, economics, business administration, or other relevant field.

4. Language

Proven ability in both oral and written communication in one of the official languages of ITTO (English, French and Spanish) and preferably a working knowledge in the other two official languages of ITTO. Very good command of English orally and in writing is essential.

5. Salary and Emoluments

Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

6. Conflict of Interest

Candidates or any close relatives should have no financial interest in the timber industry or timber trade and related activities. Candidates must – in their application – identify any professional or personal ties – also those linked to previous, terminated employment, that could be perceived as conflict of interest. Candidates must provide clarifications and information on how they intend to proactively prevent and manage situations in which such ties or other personal interests may conflict or appear to conflict with the interests of the ITTO, should the individual be appointed to position of the Executive Director.

7. Criminal Record Clearance

Shortlisted candidates will be required to complete a self-attestation stating that they have not committed, been convicted or, nor prosecuted for any criminal offense. If there is information to the contrary, candidates should provide clarification and information in writing on these circumstances, for the consideration of the selection panel.

8. Terms of Service

The appointment is for a period of four years. There is an option to extend for up to another 2 years if approved by Council. Any appointment takes into account Regulation 7.4a of Staff Regulations and Rules of the ITTO, which sets the retirement age as prescribed by the United Nations².

² Staff members shall normally not be retained in the service of the Organization beyond the retirement age prescribed by the United Nations and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be agreed between the Organization and the staff member.

9. Applications

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 curriculum vitae and additional supporting materials related to the job qualifications and a recent photo must be received at ITTO headquarters by **15 April 2021, 23:59 hours (Japan Standard Time)**. Applications may be submitted electronically or by mail or fax and should be sent to:

Executive Director, International Tropical Timber Organization
International Organizations Center, 5th Floor Pacifico-Yokohama,
1-1-1, Minato-Mirai, Nishi-ku,
Yokohama, 220-0012 Japan
Tel: (81-45) 223-1110 Fax: (81-45) 223-1111
E-mail: itto@itto.int

ITTO Membership

Producing Members (36)

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 (13)

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

Consuming Members (38)

Albania
Australia
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