

JOB DESCRIPTION

Senior Officer, ISDC (Independent Science for Development Council)

CGIAR System Advisory Services Shared Secretariat

Bioversity International Level 3 (UN equivalent – P4)

1. Role Summary

The Independent Science for Development Council (ISDC) is a standing panel of impartial world-class scientific experts with responsibility for providing rigorous, independent strategic advice to the CGIAR System Council, and based on decisions taken by the System Council, the broader CGIAR System as a whole. The ISDC is appointed by the CGIAR System Council and provides its strategic advice according to approved [Terms of Reference](#).

The Senior Officer, ISDC is a key role in providing support to the Senior Manager, ISDC. It requires a person who can work collaboratively, believes in and has a good track record in delivering good results and is used to working in complex partnership-based environments. The Senior Officer will be expected to liaise regularly with colleagues in other parts of the Secretariat, especially those in SPIA and evaluation.

The Senior Officer will support and help manage the overall ISDC work plan and deliverables. The position is based in Rome, Italy unless otherwise decided by the CGIAR System Council at a future time. It will involve occasional international travel.

2. Key responsibilities

The Senior Officer, ISDC supports the Senior Manager, ISDC with efficient and effective delivery of its mandate and work plan through clear, focused and actionable advice. More specifically:

Delivery

- Managing the commissioning and delivery of foresight studies and horizon scanning activities, in consultation with key stakeholders, under the direction of the ISDC, and facilitating provision of technical and scientific analysis and advice to CGIAR funders on behalf of ISDC;
- Co-ordinating the planning and delivery of program and proposal reviews requested by the System Council, including commissioning of independent expert reviewers and supporting the ISDC in its moderation role;
- Developing and implementing effective team processes to ensure the objectivity and independence of outputs generated in relation to ISDC work;
- Supporting the ISDC in the council's provision of priority recommendations to the CGIAR System.

Financial and Human Resources Management

- Managing staff and consultants relevant to the ISDC work stream according to System Organization policies and guidelines;
- Contributing to highly collaborative teamwork and communication within the ISDC work stream and across other Shared Secretariat work streams, proactively participating in knowledge and capacity building initiatives that seek to improve overall alignment in the actions of the CGIAR System;
- Managing the overall budget and planning for the ISDC work stream.

Co-ordination

- Actively participating in planning sessions of the other work streams and initiating invitations on a reciprocal basis;
- Supporting other work streams through peaks and troughs and requesting support from them when capacity is needed and/or input required.

Communication and Engagement

- Translating ISDC findings and recommendations into communication products and engagement events appropriate for key stakeholder groups;
- Planning and organization of meetings of the ISDC, its specialized panels and ad hoc workshops;
- Representing the ISDC work stream at meetings as required.

Partnerships

- Building and maintaining a broad range of partnerships with national and regional research bodies, including advanced research institutions and the private sector.

Advocacy and Capacity Building

- Building awareness and recognition of the importance of ISDC's work and identifying opportunities to build capacity, raising skill levels across the CGIAR system and beyond.

3. Reporting

This role reports to the Senior Manager, ISDC of the Advisory Services Shared Secretariat.

4. Candidate profile

Education and experience

Essential

- Advanced university degree in agriculture or economics, or related natural or social sciences;
- 8 years post-qualification progressively more relevant experience, including experience in the sector of agricultural research and development;
- Strong experience in quantitative or qualitative analysis for foresight and horizon scanning activities;
- Experience in managing research review processes;
- Experience in conducting and managing research studies;

- Excellent English, both written and spoken.

Desirable

- Experience of working in an international setting and of supporting programs aimed at delivering outcomes for developing countries;
- Working proficiency (spoken and written) of another language is considered an advantage.

Skills and traits

Technical skills

- Sound understanding of foresight, horizon scanning and proposal review;
- Skills in quantitative and qualitative analysis of trends and scenarios;
- Strong analytical, planning, budgeting and delivery skills;
- Excellent presentation and report writing skills;
- Good proficiency in the use of MS windows-based software packages including word processing, PowerPoint, spreadsheets and databases.

Personal traits

- Excellent analytical skills;
- Evidence of an achievement and results orientation, with the ability to translate strategy into concrete actions which contribute to work stream goals;
- Performance-oriented working style, with a focus on continuous improvement.
- Ability to supervise and/or support consultants in a multicultural work environment.

5. Employment arrangements

The successful candidate will be an employee of Bioversity International¹ for and on behalf of the CGIAR System Organization (an international organization headquartered in Montpellier, France), with the employment terms being according to the Personnel Policy Manual of Bioversity International.

Appointments by the System Organization are generally made on a fixed-term basis of 3 years, which is renewable subject to the terms and conditions of the appointment. Comprehensive medical insurance, retirement contribution and performance-based incentives form part of the employment package. Full terms and conditions will be made available to shortlisted candidates.

*Bioversity International and the CGIAR System Organization
are equal opportunity employers and strive for staff diversity.*

¹ Bioversity International is the operating name of International Plant Genetic Resources Institute which is headquartered in Rome, Italy.