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# VACANCY ANNOUNCEMENT

**Post:** Administrative Officer  
**Date of issue** May 29th, 2019  
**Deadline for applications** June 14<sup>th</sup>, 2019  
**Duty Station** Rome

## Organizational context:

WFO, the World Farmers' Organisation, is a member-based organization, representing a community of geographically balanced entrepreneurial farmers that regardless their size (small, medium and large- scale), gender, age aims to see their rights as food producers and role as economic actors, globally recognized.

The mission of the WFO is to let the world farmers' voice be heard at global level. The vision of WFO is to foster the economic viability of farming activities, aimed at improving the livelihood conditions of farmers, their families and the rural communities they work and live in and strengthening the contribution of the farming community in tackling the challenges mankind faces.

WFO is engaged in a wide range of political fora, with a focus on the cross-cutting thematic areas directly relating to agriculture, i.e.: food security, climate change, value chain, trade, research and innovation, livestock including the Anti-Microbial Resistance, farmers' access to finance, contract farming, farmers' capacity building, farmers' access to information and knowledge, women and youth issues.

## Technical Focus:

The Administrative Officer shall have a solid overview of the functioning of an NGO under the Italian law and shall also be fluent in English.

**Key Functions and activities** (to be carried out under the direct supervision of the Head of the Administrative Department):

- **Relationship management** with members, elected and independent bodies (Executive Board, General Assembly, Board of Auditors, 231 Decree Supervisory Board);
- **Compliance management** with Italian law and WFO internal rules (i.e.: Statutes, Rules of Procedure, Procedures, etc.), in connection with and supported by the Legal Advisor; Projects development and reporting;

- **General Assembly and Board support**, including **drafting official documents** (LoAs, MoUs, resolutions, meetings and supporting materials, minutes drafting, etc.), technical support in **events' organization**;
- Support WFO **resource mobilization activities** in accordance with the Organization Policies and Procedures;
- **Revenues management** from members (membership fees and other fees) and third parties;
- Perform other duties as required.

**Reporting Lines:**

The Administrative Officer reports to the Head of Administration.

**Minimum Requirements:**

- Advanced University degree in Economics or Law and related fields.
- At least 5 years of relevant experience in Italian, national or international organizations (NGOs or industry bodies preferred).
- Very good knowledge of English required. Working knowledge of other languages would be a plus.

**Competencies:**

Results oriented, teamworking, communications skills, building effective working relationships, knowledge sharing and continuous improvement, availability to travel, flexibility, able to work in a multi-cultural environment.

**Salary Scale:**

Annual Gross Salary 30,000 Euros

**Applications have to be sent to** the kind attention of the Head of Human Resources Department [info@wfo-oma.org](mailto:info@wfo-oma.org), including an updated CV and a motivation letter.

References are considered a plus. Please note that all candidates should adhere to WFO Office Rules and Values based on Respect for All, Integrity and Transparency.



