

JOB DESCRIPTION: Task Force Officers/ Group Liaison Officers – Task Force 16th Global Forum for Food and Agriculture (GFFA) 17 - 20 January 2024

The **16th Global Forum for Food and Agriculture (GFFA)** will take place **from 17 - 20 January 2024**. The four-day forum features a large number of events that provide an international audience of experts from the worlds of politics, business, science and civil society with an opportunity to address and reach consensus on issues and challenges relating to global agricultural policy and food security.

Further details, that get updated on a regular base can be found at: <https://www.gffa-berlin.de/>

In this context, MICHEL International Relations & Services (MICHEL IRS) has been mandated by the Federal Ministry for Food and Agriculture (Bundesministerium für Ernährung und Landwirtschaft – BMEL). MICHEL IRS is seeking candidates who will support the core team in the organisation and implementation of the GFFA 2024 fulfilling the role of a Group Liaison Officer.

Job title:

Task Force Officer / Group Liaison Officer for GFFA 2024

Assignment location and availability:

Option A (one officer) | 1 November 2023 to 20 January 2024

The average working hours will be around 8-10 hours per day, the timeframe may however differ depending on the region and therefore specific time zone(s) the applicant will be in charge of; in exceptional cases work might be necessary on weekends.

55 working and therefore remunerated days are currently foreseen within the period of 1 November 2023 to 20 January 2024.

Option A will be working mostly remote in November and December and preferably in person in Berlin from 8 to 20 January 2024 for instance for a preliminary inspection of the venue, shortly before and during the days of the event.

Option B (one officer) | 4 December 2023 to 20 January 2024

The average working hours will be around 8-10 hours per day, the timeframe may however differ depending on the region and therefore specific time zone(s) the applicant will be in charge of; in exceptional cases work might be necessary on weekends.

33 working and therefore remunerated days are currently foreseen within this period of 4 December 2023 to 20 January 2024.

Option B will be working mostly remote in December and in person in Berlin from 8 to 20 January 2023. You will need to be present in Berlin shortly before and during the days of the event (weekdays).

Option C (three officers) | 2 to 20 January 2024

The average working hours will be around 8-10 hours per day, the timeframe may however differ depending on the region and therefore specific time zone(s) the applicant will be in charge of; in exceptional cases work might be necessary on weekends.

15 working and therefore remunerated days are currently foreseen within this period of 2 to 20 January 2024.

Option C will be working mostly remote in the first week of January and in person in Berlin from 8 to 20 January 2024. You will need to be present in Berlin shortly before and during the days of the event (weekdays).

Please let us know which option you would like to apply for!

Job description:

A Task Force Officer/ Group Liaison Officer (GRLO) is generally in charge of several international delegations in preparation as well as during their stay on German territory. S/he will operate as an extension of the protocol service, a facilitator as well as a problem solver for the delegation during their visit.

The tasks consist of:

- Continuous contact with the respective assigned delegations prior to the event and once the initial contact is established
- Regular preparatory communication between the organiser and the delegations/embassies in the run up to the event
- Reference point for all relevant information
- Support with securing accreditation of delegations

Required qualities and training:

- Exceptional academic and/or equivalent achievement(s)
- Some experience in international conferences, preferably with a political, development or international relations focus
- Fluent in spoken and written German and English, preferably knowledge of further official UN languages
- Aptitude for coping with high pressure situation and agile and resourceful problem-solving skills
- Collegial and respectful to superiors and colleagues, team-player
- Intercultural sensitivity in dealing with international guests
- Discreet and confident demeanour, smart and well-groomed appearance
- European, Swiss nationality or a valid working permit for Germany
- Clean police record and willingness to undergo background security check

Contractual details:

A daily rate customary in the market shall be applied.

Possible incurring (local)travel, meal or accommodation expenses will be covered and / or provided where necessary. Furthermore, technical equipment such as a laptop and headset will be provided.

Freelance contract; declaration of taxes as well as payment of all social charges will lie in the full responsibility of the applicant. The applicant will invoice MICHEL IRS after the deployment, using the invoice template provided. Note that all invoices need to state a valid tax number.

Kindly **double-check your personal employment status** (student, self-employed or other, country of residence) **as well as your tax status** with your appropriate revenue authority and/or your accountant **before** the start of the assignment.

Insurance:

An adequate business / professional liability insurance lie in the responsibility of the applicant.

Confidentiality agreement and data protection regulation

During the various high-level events in the context of the GFFA 2024, applicants will be led to work with sensitive information which require signing a confidentiality agreement as part of the general contract.

Furthermore, applicants are required to submit personal details as well as documents in the course of the application process. Your data will be processed according to the applicable legal regulations of German data protection law, particularly the **General Data Protection Regulation (GDPR)**.

Application:

Kindly let us know by **Sunday, 15 October 2023** if you are interested in joining the team for the GFFA 2024 assignment by applying via our [application platform](#) or scan the QR-code below.

Apply now



We look forward to receiving your application!