



# Food and Agriculture Organization of the United Nations

## **EPT2 Communication and Partners' Engagement Officer** **NPP Level : 8**

The EPT2 Communication Officer shall operate under the overall supervision of the FAO Representative in Indonesia, the general supervision of the Emergency Centre for Transboundary Animal Diseases Operations (ECTAD) Programme Team Leader in Indonesia, and the direct supervision of the Chief Technical Advisor.

Working in close consultation and coordination with the Chief Technical Advisor, the ECTAD National Communication Officer and other members of the ECTAD Indonesia communication and technical teams, FAO Representation communications and information staff, EPT2 partners, government counterparts and donors, the Communication Officer will perform a range of duties relating to communication objectives of the Emerging Pandemic Threats (EPT2) programme in Indonesia.

Specific responsibilities will include:

1. In close consultation and collaboration with the ECTAD team, EPT2 partners and with relevant government officials prepare and maintain a detailed EPT2 communication strategy and work plan to inform policy and decision-makers as well as raise public awareness of:
  - FAO ECTAD and other EPT2 partners (INDOHUN/One Health Workforce, PREDICT, P&R, WHO, IFRC/PMI) activities, achievements/impact, challenges, etc.
  - Issues related to EPT risk reduction and livelihoods promotion, and strategies for improved policy decisions/development.
2. Ensure that the work plan has a realistic timeline, budget and is in line with FAO ECTAD communication strategy.
3. Implement the EPT2 communication work plan in collaboration with EPT2 and government partners, including:
  - Adapt suitable materials to national culture and language and advise on their methods of production and dissemination;
  - harmonise FAO ECTAD communication activities with other EPT-2 partners' communication activities
  - based on an understanding of target audience preferences, develop additional materials, activities and events
  - advise on methods for production, dissemination and/or implementation of new materials/events;
4. Assist in the preparation and updating of briefs, speeches, talking points, presentations, infographics, social media tools and toolkits, reports and public information material;
5. Undertake field visits to document EPT2 activities, particularly activities that are implemented with other EPT2 partners, gather stakeholder perceptions and capture knowledge attitudes and practices;
6. Proactively seek out good beneficiary feature story possibilities for TV, online and print journalists, based upon the good practices of FAO ECTAD and EPT2 partners technical cooperation work in-country;
7. Identify training requirements in communication, and develop and implement a training programme for the staff of EPT2 partners, related government officials, and relevant media to support the sustainability of the communications initiatives
8. Submit an end of assignment report upon completion of the assignment; and
9. Perform other duties in order to fulfil visibility and communication objectives as requested by the ECTAD Team Leader.

Expected Outputs:

- Initial EPT2 communications strategy and work plan 2017
- Mainstreaming EPT 2 partners key messages into ECTAD

Required Completion Date:

- within three months
- ongoing and as required

communication materials

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|--|-------------------------|
| • Manage at least one interview and/or article and/or media initiative per quarter with local media (press, radio or TV) to disseminate FAO ECTAD and EPT-2 partners work. | every three months      |
| • Press releases on emerging infectious diseases and pandemic threats  | as required             |
| • Use of a wide range of communication materials and approaches  | ongoing and as required |
| • Collaboration between EPT2 partners on communication strengthened  | continuous              |
| • Prepare communication plans during the FAO annual planning process   | annually                |

## Required Competencies

Academic Qualifications:

University graduate in journalism, communications, public relations or other relevant third level qualification with 5 years experience working with the media and in information, education and communications

Technical Competencies and Experience Requirements:

- An excellent command of English is required as are proven writing and reporting skills, the ability to operate under pressure and good interpersonal skills; fluent in Bahasa Indonesia
- Proactive approach to improving the visibility of the DGLAHS-FAO ECTAD and EPT2 partners' programme
- Experience in awareness raising for animal disease control and/or human health projects.
- Experience working with Indonesian print, radio TV, and online companies
- Strong writing, composition and editing skills in both English and Bahasa Indonesia
- Proficiency in MS Office, particularly Word, Excel, PowerPoint, PageMaker and other desktop publishing, graphics and social media software
- Ability to work with individuals from different cultural and ethnic backgrounds; good interpersonal and communication skills
- Ability to manage priorities and workload within general schedule of work, instructions and standardized practices

Duty station: Jakarta, Indonesia with possible field trips as necessary

### GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)

Submission DEADLINE: 28<sup>th</sup> Sep 2017

**FAO regrets to inform applicants that only short-listed candidates will be contacted.**