



## Food and Agriculture Organization of the United Nations

### CALL FOR EXPRESSIONS OF INTEREST

#### Writer / Editor (English)

Contract duration: 3 months, subject to renewal

Vacancy No. **IRC3031**

Deadline for Applications: **18 October 2015**

**The purpose of this call is to provide FAO's Office for Corporate Communication (OCC) with a list of qualified candidates for the profile described below.**

FAO's vision is a world free of hunger and malnutrition where food and agriculture contributes to improving the living standards of all, especially the poorest, in an economically, socially and environmentally sustainable manner.

The Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

OCC requires the services of a consultant/subscriber of personal services agreement to support the media relations area. The incumbent would work within OCC's Media Relations Branch.

#### Tasks and responsibilities:

Under the direct supervision of the Chief, Media Relations Branch (OCCM), the incumbent will:

- Draft speeches, statements, briefing notes, opinion articles, key messages and other written communications, ensuring a high level of consistency, accuracy, content and presentation for a wide variety of audiences;
- Write news releases and features in consultation with internal divisions and relevant offices to provide support in relation to strategic communications, with a view to maximizing the synergies between written communications and corporate communications;
- Liaise closely with other divisions/units and regional/country offices to ensure the development and timely delivery of multimedia communication materials for the Organization;
- Develop and articulate key messages for external communication and outreach purposes;
- Contribute to the generation of key messages to be disseminated via FAO's social media channels;
- Build and maintain close working relations with media representatives and partners in Rome and elsewhere;
- Generate interview opportunities for FAO senior officials and officers, and supply cleared FAO information as required;
- Be fully familiar with the communication priorities identified in FAO's corporate communication policy (CCP) and corporate communication strategy (CCS), and in the calendar of events, and ensure that communication products adhere to corporate policy;
- Draft a weekly media monitoring report based on online media monitoring tools and inputs from Regional and country offices; and
- carry out other duties as required.

#### Candidates should meet the following requirements:

##### Minimum Requirements

- University degree in communication, social science, political science or a related field
- Five years of relevant experience in communication, public information, journalism, international relations
- Mother-tongue knowledge of English, and limited knowledge French, Spanish, Arabic, Chinese, or Russian

##### Selection criteria

- Extent and relevance of experience in the field of communication;
- Excellent communication skills in English, both orally and in writing;
- Extent of experience of effective editing/writing of communication, promotional or technical materials
- Proven ability to translate complex and technical communications to a wide and varied audience in a simple and concise manner
- Extent of knowledge and understanding of FAO and its programmes and priorities; familiarity with the UN system.
- Excellent judgment, initiative, high sense of responsibility, tact and discretion and ability to drive high quality output within the necessary timeframe.

## **Additional Information**

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

## **How to apply**

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)