



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant X / PSA

Minimum number of years of relevant experience required: 1yr 5yrs 7 +yrs

Name:	
Job Title: Communication Consultant	
Division/Department: Regional Office for the Near East and North Africa (FAORNE)	
Programme/Project Number:	
Location: Cairo, Egypt	
Expected Start Date of Assignment: March 2015	Duration: 11 Months (renewable)
Reports to: Name: Mr Abdessalam OuldAhmed	Title: Assistant Director-General/Regional Representative, FAORNE

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the direct supervision of the Assistant Director-General/Regional Representative for the Near East and North Africa (FAORNE), and under the technical guidance of the Office for Corporate Communication (OCC), the incumbent will be responsible for managing and supervising the communications activities of FAORNE in Cairo. Specifically, the incumbent will:

Managerial duties:

- Manage the RNE Communication Unit's work and supervise its performance;
- Follow-up the implementation of the regional communication strategy and its yearly update.

Communications activities:

- Handle the development and preparation of press releases, web articles, pamphlets, brochures and other communication materials and arrange for their timely production, issuance and distribution to enhance the visibility of Regional Office;
- Ensure the dissemination of media products through social media;
- Closely monitor media releases, op-eds and other key communication outputs from FAO headquarters to ensure alignment with corporate messages;
- Ensure that the language of communication products is adapted to a wide range of audiences in internal and external environments;
- Build and maintain close relations with national and international media representatives in the Region;
- arrange timely responses to specific media enquiries;
- Closely liaise with FAO country offices in the region;
- Prepare and facilitate press conferences, media briefings and interviews for FAO staff and arrange for media visits to FAO projects;
- Ensure a complete monitoring of regional print, broadcast and on-line media coverage of FAO and report on issues of interest and importance to the Organization;
- Act as regional focal point for FAO corporate outreach and promotion campaigns and initiatives;
- Contribute to the timely and quality update of the RNE website.
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MINIMUM REQUIREMENTS

- Masters degree in communications, journalism, political/social science or related fields;
- At least five years of relevant experience in the field of communications and media relations, including experience in formulation, management and monitoring of communication plans and/or experience in the preparation and dissemination of communications and promotion materials;
- Excellent knowledge of English and Arabic (speaking and writing skills) and limited knowledge of French.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Level, extent and relevance of proven experience in the field of communication and media relations;
- Excellent communication skills both in writing and orally;
- Analytical and conceptual abilities;

- Extent and knowledge of and contacts with media in the Region and experience in interacting with journalists;
- Extent of knowledge 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.

HOW TO APPLY

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

The PPF should be sent via e-mail to:

Raffaella Rucci
raffaella.rucci@fao.org

Deadline for application: 7 March 2015

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.