



Issued on: 28 October 2010

Deadline For Application: 23 December 2010

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<b>POSITION TITLE:</b>	<b>Liaison Officer</b> WFD/Advocacy Activities	<b>GRADE LEVEL:</b>	<b>P-2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Office of the ADG/Director, OCE</b> Office of Corporate Communications and External Relations (OCE)	<b>DUTY STATION:</b>	<b>Rome, Italy</b>
		<b>DURATION *:</b>	<b>Fixed-term: 3 years</b>
		<b>POST CODE/N°:</b>	<b>2002613</b>
		<b>CCOG CODE:</b>	

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged**

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#### DUTIES AND RESPONSIBILITIES

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The Office of Corporate Communications and External Relations aims to deliver a cutting-edge communication and partnerships programme that supports FAO's work and mandate.

Under the overall guidance of the ADG/Director, Office of Corporate Communications and External Relations (OCE) and the direct supervision of the Coordinator, WFD/advocacy activities, the incumbent will contribute to the implementation of FAO's advocacy-related campaigns and events, in particular will:

- establish and maintain relevant contacts for the organization of special events and ceremonies in support of FAO conference resolutions relating to World Food Day and other advocacy themes;
  - organize the FAO Goodwill Ambassadors' participation in official events at FAO Headquarters and in FAO awareness-raising and fund-raising events, including visits to field locations;
  - prepare information material, including statements, brochures, reports, specific communications, news releases and relevant website contents;
  - follow-up with host country and external partners in developing advocacy events;
  - participate in the briefing of FAO Goodwill Ambassadors, and others who may be chosen to represent FAO, on the Organization's values, vision, mission and mandate, and on the role they would be expected to play;
  - provide regular briefings on FAO's advocacy activities; liaise with relevant units within FAO and with decentralized offices in support of country-level activities related to World Food Day and other initiatives;
  - research and draft proposals for WFD awareness- and fund-raising activities;
  - provide appropriate information to *ad hoc* requests both from within and outside the Organization on World Food Day and other advocacy related subjects;
  - perform other related duties as required.
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#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University Degree in Public Relations, Political Science, Communication or related field
- Three years of relevant experience in the management of special events in the public and/or private sector
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Relevance of experience in the management of special events in the public and/or private sector
- Demonstrated written and oral communication skills
- Depth of understanding of the work of international organizations
- Working knowledge of Italian would be an asset
- Extent of experience in fundraising
- Demonstrated capacity to plan, organize and implement work assignments with minimum supervision

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

*\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments*

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#### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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#### TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:

V.A 2477-OCE  
Office of ADG, OCE  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Fax No: +39 06 57055555  
E-mail: OCE-VA@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**