



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: DDNE-48-15-PRJ

Issued on: **22 July 2015**

Deadline For Application: **5 August 2015**

POSITION TITLE:	Communication Officer (Knowledge Management)	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of the CGIAR Independent Evaluation Arrangement - IEA - (DDNE) Deputy Director-General, Natural Resources, DDN	DURATION *:	16 months (renewable)
		POST NUMBER:	unidentified
		CCOG CODE:	1A08

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Independent Evaluation Arrangement of CGIAR (IEA) was established in 2012, with a mandate to commission and manage independent evaluations, as well as support and provide leadership for an enhanced evaluation culture throughout CGIAR.

Reporting Lines

Under the functional supervision (for all communication outputs/products) of the Office for Corporate Communication (OCC), the Communication Officer reports to the Head of the CGIAR Independent Evaluation Arrangement Office and to the Senior Evaluation Officer.

Technical Focus

Communication and knowledge management applied to agriculture research and/or evaluation

Key Results

Ensure effective institutional communication and dissemination and sharing of results, experiences and lessons from evaluations, including support to the CGIAR Evaluation Community of Practice and development of knowledge products aimed at fostering a learning culture within the CGIAR

Key Functions

- Manage the development and strengthening of the CGIAR Evaluation community of Practice; including the development of community meetings and trainings, as well as knowledge and information sharing platforms
- Develop IEA dissemination strategies and support IEA evaluations in the production of knowledge and information products related to evaluations;
- Draft and manage IEA institutional communications, including: annual reports, workplans, newsletters, official communications, presentations and evaluation briefs;
- Liaison and report to governance bodies, office, and management offices of CGIAR;
- Maintain and further develop the IEA website and other IEA communication channels;
- Develop and maintain a CGIAR evaluation database;
- Develop a tracking system on management response and follow-up to evaluation;
- Contribute to the formulation and updating of IEA evaluation guidelines and methodologies, especially concerning knowledge products and sharing;
- Support evaluation teams through the design and conduct of surveys and implementation and design of other evaluation tools;
- Liaise with other evaluation units in particular with Rome-based agencies;
- Perform other related duties as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in [economics, agriculture, social sciences or related fields]
- Five years of relevant experience in communication and knowledge management applied to agriculture research and/or evaluation
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus

- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Experience in Website development and maintenance (HTML, CMS and others);
- Experience in designing knowledge sharing platforms and events
- Proven ability to produce communication materials for a wide variety of audiences including technical reporting;
- In-depth knowledge of the CGIAR

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

All candidates should possess computer/word processing skills.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

Carefully read and follow the **Guidelines to applicants**

Send your application to:

VA: **DNE-48-15-PRJ**

Email: VA-48-15-PRJ-DDNE@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.