



Issued on: 01 August 2012

Deadline For Application: 18 September 2012

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POSITION TITLE:	<b>Junior Professional Officer (Communication)</b>	GRADE LEVEL:	<b>P-1</b>
ORGANIZATIONAL UNIT:	<b>Regional Office for Africa (RAF)</b>	DUTY STATION:	<b>Accra, Ghana</b>
		DURATION *:	<b>Fixed Term: 2 years</b>
		POST CODE/N°:	<b>Unidentified</b>
		CCOG CODE:	<b>1.A.08</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply  
All applications will be treated with the strictest confidence**

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#### DUTIES AND RESPONSIBILITIES

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Under the overall supervision of the Assistant Director-General/Regional Representative for Africa (RAF), the functional guidance of the Information Officer in the Office for Communication, Partnerships and Advocacy (OCP) and the direct supervision of the Information Officer in RAF, the Junior Professional Officer will sustain the Regional Office in the planning and execution of programmes and activities that sustain the RAF Network's Communication Strategy Framework. In particular, the incumbent will:

- sustain the implementation of the communication strategy of RAF Network, in close collaboration with Sub-regional and country Offices, in order to better target key audiences, identify the best communication approaches and practices;
- coordinate, in collaboration with colleagues in the Regional Office based in Accra (RAF) and in the Office for Communication, Partnerships and Advocacy (OCP) at FAO Headquarters (OCP), media relations, liaising with the UN system and other inter-governmental organizations, non-governmental organizations and the private sector, among others;
- maintain regular contacts and close cooperation with the media industry and contribute to the promotion of FAO programmes and actions (e.g. documenting success stories, best practices);
- coordinate the organization of media visits and other media events including exhibitions, report launches, interviews, press conferences;
- create, prepare and disseminate materials for print and broadcast media, including press releases, articles, brochures and other promotional materials to improve the image of FAO;
- ensure the regular up-date of RAF website and accompanying multimedia products like videos and photos as well as social forums;
- facilitate media knowledge sharing amongst communication officers in RAF Network;
- perform any duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree in journalism and/or communications or field related to the work of the Organization
- One year of relevant experience in communication and/or journalism
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Relevant experience in communication and journalism at the national and/or international level
- Ability to plan and organize own work, deliver results and meet deadlines
- Ability to work effectively within a team, supporting others, and fostering a positive team environment
- Commitment to continual improvement of knowledge, skills and abilities
- Excellent oral and written communication skills, ability to write clearly and concisely technical documents

*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: visit the iRecruitment website at  
<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections.

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**