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<b>POSITION TITLE:</b>	<b>Communications Officer</b>	<b>GRADE LEVEL:</b>	<b>P-2</b>
		<b>DUTY STATION:</b>	<b>Rome</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Communication Branch, OCPC</b>	<b>DURATION *:</b>	<b>2 years</b>
	Office for Communication, Partnerships and Advocacy, OCP	<b>POST CODE/N<sup>o</sup>:</b>	<b>1046829</b>
		<b>CCOG CODE:</b>	<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 guidance of the Chief, Communication Branch, and the direct supervision of the Chief, Internet and Internal Communication Group, the incumbent is responsible of the day to day management of the Organization's Intranet and internal communications channels. In particular, the incumbent will:

- provide editorial oversight and coordination for the issuance of internal communication messages, including corporate messages distributed via email (*FAO Latest*) or posted on the Intranet (*FAO Noticeboard*), ensuring consistency, accuracy and propriety;
- contribute to the further development of the FAO Intranet as a tool to support business requirements and corporate operating procedures;
- collaborate with content providers on the further development of the Intranet by assessing their internal communication needs and suggesting the appropriate communication channels;
- analyze the flow of information between departments and groups within the Organization and identify new content for Intranet distribution;
- sustain the development of procedures, policies and other strategic documents for internal communications;
- assess the training needs of internal information providers and produce training materials as needed;
- identify issues experienced by users and suggest possible improvements to build the Intranet into a more effective communication tool;
- analyse the Intranet usage trends and statistics, undertake usability reviews and recommend improvements;
- perform other duties as requested.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in communications, journalism, international relations, information or a related field
- Three years of relevant experience in the field of communication and web publishing, including experience in the preparation and dissemination of communication and promotion materials
- 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:*

- Extent and relevance of experience in the field of communication and web publishing
- Quality of communication skills both oral and in writing and demonstrated ability to write and/or edit technical documents clearly and concisely in English
- Extent of experience of effective editing of communication, promotional or technical materials
- Extent of experience in the use of tools for the design of promotional materials and websites, including content management systems
- 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

*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 application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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**