



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2431

Issued on: 20 November 2013

Deadline For Application: 18 December 2013

POSITION TITLE:	Communication Officer	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Office for Corporate Communication (OCC)	DUTY STATION:	Rome
		DURATION *:	Fixed Term: 2 years
		POST CODE/N°:	0031127
		CCOG CODE:	1.A.08

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.

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

### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Director, Office for Corporate Communication (OCC) and the supervision of the Deputy Director, OCC, and in close collaboration and consultation with the Office of the Director-General (ODG), the incumbent will contribute to the development and strengthening of internal communication, web publishing and media-relations activities of the Organization. In particular, the incumbent will:

- draft speeches, statements, briefings, op-eds, opinions, articles, talking points, key messages and other written communications for OCC and ODG, ensuring a high level of consistency, accuracy, content and presentation for a wide variety of audiences;
- liaise closely with other divisions and country offices to ensure timely and relevant inputs into the development of written communication for the Director-General, and in other matters of relevance to ODG;
- coordinate inputs from technical departments and other units in Headquarters and decentralized offices in order to enhance the Organization's image on the international level;
- sustain and provide advice to ongoing communication activities, and identify other core activities in the areas of competence of FAO in support of strategic partnerships with the media and in relation to FAO's image and fields of competence worldwide;
- write, edit, and revise communication materials for publishing in the media, ensuring conformity to FAO's strategic objectives and to solicit heightened interest by the media in the work carried out by the Organization (such as news releases, features, DG opinion articles and placing them through contacts in the media);
- monitor and analyze news tendencies and trends and provide feedback to OCC management on ongoing media output activities and plans;
- analyze the flow of information between departments and groups within the Organization and identify new content for distribution;
- support OCC senior management in the development of procedures, policies and other strategic documents related to FAO's corporate communications;
- perform other duties as required.

### MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in communications, journalism, international relations, information or a related field
- Five years of experience in communication, web publishing and/or media relations 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, web publishing and/or media relations
- Quality of communication skills both orally and in writing and demonstrated ability to write and/or edit technical documents clearly and concisely
- Extent and relevance of experience in the preparation and dissemination of communication, promotional or technical materials
- Excellent judgment, initiative, high sense of responsibility, tact and discretion and ability to drive high quality output within the necessary timeframe(s)
- Demonstrated ability to establish and maintain partnership with internal and external stakeholders including governments, inter-governmental organizations and non-state actors
- Ability to work effectively within a team, supporting others, and fostering a positive team environment
- Working knowledge of Portuguese is considered a strong asset

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

### 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/>

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**