



Issued on: 13 May 2014

Deadline For Application: 10 June 2014

POSITION TITLE:	Senior Communication Officer (Coordinator)	GRADE LEVEL:	P-5
ORGANIZATIONAL UNIT:	Office of the Director (OCCD) Office for Corporate Communication (OCC)	DUTY STATION:	Rome, Italy
		DURATION:	Fixed-Term: 2 years
		POST NUMBER:	1062611
		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

Organizational Setting

The Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

Reporting lines

The Senior Communication Officer reports to the Deputy Director, OCC

Technical Focus

Media relations, internal corporate communication

Key Results

- Leadership, technical and policy expertise for the planning, development and implementation of Office work, projects, products, and services in accordance with FAO Strategic Objectives

Key Functions

- leads multi-disciplinary team(s), leads and/or participates on teams/committees, leads and/or participates on organization-wide committees and represents FAO at inter-agency meetings;
- analyzes strategic/business/service objectives, reform priorities and the latest trends in communication to provide critical input into plans and strategies, functional stream work plans and priorities as well as the supporting operational, policy, system, tools and reporting frameworks;
- supervises staff, oversees the delivery of multi-disciplinary programmes, policies, products, and services and prepares a variety of plans, strategies, reports and proposals;
- promotes and pilots new concepts and initiatives, manages related projects and consultants, and plays a lead role in the implementation process;
- plans and develops consultation/communication/information/training programmes and products to promote understanding of programmes, services and policies, increased capacity development;
- performs other duties as required.

Specific Functions

- coordinates the production of content and flow of stories to the FAO Newsroom page with the web and media relations teams, coordinates inputs through the Content Management System (CMS) workflow and ensures regular updates so that the FAO Newsroom and the homepage is timely and accurate;
- leads the development of the annual divisional and corporate communication work plans, in consultation with technical departments and OCC communication officers, and be fully familiar with the communication priorities identified and associated workflow calendar;
- coordinates and supports the drafting and editing of stories and articles across OCC, and obtains technical and management clearance and inserts into the CMS for web posting;
- advises on the most suitable publication route (news release, web story, etc), and coordinates web publishing with the Chief, OCCI;
- coordinates the monitoring of departmental web sites, meeting documentation and publications for material that could be used for press releases or web stories on the newsroom page.

Candidates will be assessed against the following

Minimum Requirements

- Advanced University degree in communication, social science, political science or related studies
- Ten years of relevant experience in communication, public information, journalism, international relations strong emphasis in media relations and external corporate communication
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Leading, Engaging and Empowering Others
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

Technical/Functional Skills

- Relevance and extent of experience in communication services for prominent organizations, particularly at the international level, including media relations, online communication and social networks, along with direct experience in journalism
- Relevance and extent of experience in coordinating and managing complex multimedia communication outputs as well as the production of complex technical content for external audiences, especially in areas relevant to FAO's mandate
- Understanding of FAO policies and programmes is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is essential
- Excellent communication skills, both orally and in writing, in English

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

ADDITIONAL INFORMATION

- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach to the online profile a letter of motivation.
- Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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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