



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3226

Issued on: **19 February 2016**

Deadline For Application: **11 March 2016**

POSITION TITLE:	Communication Officer (Internal Communication)	GRADE LEVEL:	P-3
		DUTY STATION:	[Rome, Italy]
ORGANIZATIONAL UNIT:	Internet and Internal Communication Branch (OCCI) Office for Corporate Communication (OCC)	DURATION *:	[Fixed term: two years with possibility of extension]
		POST NUMBER:	[1008439]
		CCOG CODE:	1.A.08

* 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 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.

The post is located in the Internet and Internal Communication Branch (OCCI).

Reporting Lines

The Communication Officer reports to [the Director, OCC].

Technical Focus

[Internal communication, web publishing, technical functionality of Intranet and associated processes and concepts, innovation in internal communication]

Key Results

Contribute to the development and strengthening of the internal communication and web publishing activities of the Organization, and contribute to the engagement of FAO audiences through the corporate Intranet

Key Functions

- Researches and analyzes technical, social, economic, environmental, institutional, and technology related information, data and statistics and/or related policy issues to support internal and/or external communication;
- Produces a variety of information and reports as well as input for communication-related documents and web pages
- Collaborates in the development of improved/updated tools, systems, processes, and databases;
- Participates on multi-disciplinary teams, and/or leads working groups/teams collaborates with other departments and agencies on work groups and committees and promotes best practices;
- Promotes knowledge sharing and best practices at international meetings and conferences and influences partners in stakeholder consultations.

Specific Functions

- Manages sections of the corporate Intranet in liaison with technical offices, ensuring the consistency, timeliness, accuracy and appropriateness of information;
- Prepares text for general audiences about events, programmes and activities of the Organization to be published on the corporate Intranet;
- Liaises with decentralized offices, departments and Strategic Objective Programme teams within the Organization to identify new content for distribution via the Intranet;
- Responds to queries regarding content published on the intranet on behalf of the Organization and engage the audience in a constructive dialogue about the main activities carried out by FAO.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in [communication, social science, journalism, political science or a related field]

- Five years of relevant experience in communication or publishing, with direct experience in the field of internal communication (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- 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
- Extent and relevance of experience in supporting the development and delivery of effective internal communication via intranet platforms and other communication tools
- Extent and relevance of experience in preparing, drafting and finalizing high-quality written materials, for a wide variety of audiences within a UN specialised agency or UN common system agency
- Extent and relevance of experience in coordinating and disseminating corporate information preferably within a UN common system agency
- Understanding of FAO's mandate, governance structure, policies and programmes is considered a strong asset
- Working knowledge (level C) of English is considered a strong asset

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

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- 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.

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

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 a letter of motivation to the online profile.

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

FAO IS A NON-SMOKING ENVIRONMENT