



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSION OF INTEREST

International Consultant: Communication, Reporting and Advocacy

Vacancy No. IRC3309

Contract duration: 3 months

Deadline for Application: 15 April 2016

Tasks and responsibilities:

Under the overall guidance of the FAO Representative (FAOR) in Yemen, the immediate supervision of the Deputy FAOR and in close liaison with the Regional Office for the Near East and North Africa (RNE) programme and operations team and the relevant FAO communication and reporting teams at FAO Headquarters, the incumbent will be responsible for the development and management of the FAO communication, reporting and advocacy functions. More specifically s/he will:

Communication

- Lead, in consultation and liaison with FAO RNE, TCE and field-level Communications and Reporting Units, the development of a communication plans related to the FAO programmes in the countries;
- Develop and produce communication products in English for the FAO country programmes (e.g. success/beneficiary stories, press releases, web stories, leaflets, brochures, presentations, posters, etc.); including drafting/reviewing texts in English, and overseeing the design, printing and distribution processes;
- Build and maintain close partnership and collaboration with national and international media representatives in country;
- Organize press conferences, briefings and interviews for FAO management and staff as well as media visits to FAO projects (whenever possible);
- Provide communication support for events organized by FAO or with FAO participation in the country;
- Assist in coordinating the gathering of data at field level (implementing partners and FAO staff);
- Act as a country focal point for corporate outreach and communications activities.

Reporting

- Assist in the drafting and reviewing/editing of project profiles/documents, agreements and reports using the appropriate formats, as needed;
- Compile, write, edit and revise programme documents in English;
- Consolidate information provided by the FAO technical and operational staff for the preparation of draft progress and final reports. The reports should include photographs and

maps, as appropriate, using the appropriate formats as well as FAO's Reporting and Editorial Guidelines to ensure consistency and correct use of language;

- Collaborate with RNE (Technical, Operations and Reporting Officers) to finalize report contents for final submission to Reporting Unit at Headquarters, ensuring at all steps the timely clearance and the editorial quality of the reports;
- In collaboration with the Operations Officers, provide implementing partners (IPs) with the most appropriate format for interim/progress and final reports, train them on its use, and ensure that reports are prepared according to prescribed formats;
- Set up/manage an information system to monitor reports (e.g. using Excel);
- Assist in systematically organizing and classifying existing and new information regarding FAO's programme in the country;
- Assist in enhancing and promoting FAO and donor visibility related to specific donor funded-projects as well as general visibility initiatives on FAO programmes (bulletins, newsletters, posters, etc.);
- Undertake field travel as necessary;
- Perform other related duties as required.

Candidates should meet the following requirements:

Minimum requirements

- University degree in communication, journalism, information, political/social science, or a related field;
- At least five years of relevant experience in communication, public information, journalism and international relations;
- Excellent working knowledge (proficiency/level C) of English; knowledge of Arabic would be an asset.

Selection criteria

- Extent and relevance of experience in the field of communication services for prominent organizations, particularly at the international level, including substantive experience in journalism;
- Extent and relevance of experience in drafting high-quality written materials for a wide variety of audiences;
- Understanding of FAO policies and programmes is considered a strong asset;
- Excellent communication skills in English, both orally and in writing; Knowledge of Arabic is a strong asset.
- Work experience in more than one location or area of work, particularly in field positions is desirable.

Competencies

- Results focus
- Teamwork
- Interpersonal communication
- Building effective relationships
- Knowledge sharing and continuous improvement

Expected Outputs

- Communication work plan is designed and adjusted to L3 and UNCG requirements;
- Press releases are produced on a regular basis;
- National communication officers are trained on improved communication techniques;
- Project documents and reporting are drafted and/or reviewed whenever required.

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.

How to Apply

To apply, visit the **iRecruitment** website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete the on-line application. Only applications received through iRecruitment will be considered.

Your application will be screened based on the information provided in your iRecruitment online profile. We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

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