



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

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Communication Consultant**

Contract duration: 9 months, with 3-month probationary period on a WAE basis  
Vacancy No. IRC3952

Deadline for Applications: 21 March 2017  
Duty station: Tirana

#### **Tasks and responsibilities:**

Under the overall responsibility of the FAO Representative in Albania, the direct supervision of the Assistant FAO Representative, under the technical guidance of the in close collaboration with FAO project leaders in Albania, the Communication Consultant will undertake the following activities to raise FAO's public profile in Albania:

- Draw up a flexible communication plan for 2017 corresponding to the calendar of work for FAO-Albania, including project milestones, conferences, publication launches, etc.
- Originate news releases, web stories, and media advisories for dissemination to national, and at times regional, media;
- Serve as FAO's media focal point in Albania, fielding queries from editors and journalists, and facilitating occasional field visits of media to FAO projects in the country;
- Build up a list of media outlets in Albania, with valid contact details, Web URLs, etc., and provide to FAO Regional Office periodically;
- Share with FAO Regional Office advance drafts of news releases – for consideration as international news releases and/or for FAO regional and corporate websites;
- Monitor Albanian media for coverage / mentions of FAO, and provide results to the Senior Communication Officer on a weekly basis;
- Ensure that donors receive due visibility, in line with their requirements and with FAO communication policy;
- Develop a variety of communication materials for FAO-Albania and for individual projects (project briefs, brochures, success stories, slide shows, printed banners and backdrops, etc., always adhering to FAO brand guidelines);
- Participate in planning and organizing public events (conferences, presentations, training events, visits of officials, field visits, etc.) to ensure consistency of messages, quality of events, and visibility for FAO and donors;
- Collaborate with the Regional Office in development of video and photography of FAO activities and subjects in Albania, following FAO communication policy and procedures and ensuring the results meet FAO standards;
- Assist and advise local staff on how to interact effectively with the media, and work closely with them to develop ideas for activities and initiatives to be publicized;
- Interact and develop good working relations with UN country team communication unit;
- Perform other related duties as required.

Key performance indicators	
Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>• communication plan drafted</li> </ul>	-One week from start date
<ul style="list-style-type: none"> <li>• media contacts list provided to Senior Communication Officer</li> </ul>	-Two weeks from start date, with updates every 3 months
<ul style="list-style-type: none"> <li>• media monitoring results provided to Senior Communication Officer</li> </ul>	-weekly

## Candidates should meet the following requirements:

### Minimum Requirements

- University degree (MA) in Communication, Public Relations or Journalism, or equivalent professional experience;
- 5 years of relevant experience at the national or international level;
- Hands-on experience of developing and implementing communication and visibility strategies and plans in the field of relief and development activities;
- Experience of working with international donors as well as government;
- Experience of working with local and international media;
- Excellent knowledge of English and Albanian.

### Selection criteria

- Extent to which above minimum requirements are met
- Availability to work overtime when required

### Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

### How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)