



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

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Reporting and Communications Consultant FAO Coordination Office for the West Bank and Gaza Strip Programme**

Contract duration: 3 months, extendable  
Vacancy No. IRC4144

Deadline for Applications: **21 May 2017**

Duty station: Jerusalem, with travel to the West Bank and Gaza Strip

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

##### **REPORTING**

**Under the direct supervision of the FAO West Bank and Gaza Strip (WBGs) Head of Office, in close consultation with the FAO WBGs Head of Programme and Operations Officer, and in coordination with the TCE/TCS Reporting Unit, the incumbent will carry out the following tasks:**

- set-up and update a reporting database to track/monitor reporting requirements and deadlines;
- solicit timely qualitative and quantitative input for progress and final reports from Project Managers and the Food Security Analysis and Monitoring Unit in line with individual donor requirements;
- prepare, consolidate, review and finalize timely reports on FAO WBGs projects for donors in line with FAO standard reporting formats and guidelines and in response to requests by various partners within and outside FAO;
- ensure that reports meet the content requirements of FAO and donors;
- edit/revise other programme/operation documents such as project documents, assessment reports, etc.;

##### **COMMUNICATION**

**Under the overall leadership of the Head of Office and in regular consultation and coordination with OCCM, the Regional Communication Officer in FAORNE and the TCE Outreach team, the incumbent will carry out the following tasks:**

- capture and develop stories on FAO WBGs activities to be integrated into articles, press releases and other public information products, including where necessary photographic and video documentation;
- develop public information/visibility products for the FAO WBGs programme (E.g. signage at project sites, inaugural/milestone events, brochures, posters, videos etc.) to enhance the quality and outreach of messaging to external stakeholders, including donors, humanitarian agencies and the general public; in alignment with the Regional Outreach and Engagement Plan develop communications and visibility strategies for all on-going and new projects, providing capacity building support to project staff and NGO partners, as needed;
- facilitate media relations in the WBGs, including the drafting of press releases for appropriate clearances (regional/HQ); producing media speaking/talking points; maintaining a network of media contacts; updating professional staff's SOMI reports on a monthly basis, and organizing media interviews, press conference/briefings and field visits, as appropriate in liaison with OCCM and the Regional Communication Office;
- support the development of, and regularly update, the FAO WBGs webpage in collaboration with HQ, and ensure that WBGs activities are reflected on FAO's emergency and corporate websites and through FAO corporate accounts on social media (Twitter®, Facebook® etc.) in alignment with the Regional Outreach and Engagement Plan
- support FAO management in the development of different information products (presentations, speeches etc.) for different audiences including workshops, events, donor consultations and regional and international fora;

- ensure that all communication products are aligned with and reflect the FAO global and regional strategic frameworks;
- manage the clearance process for visibility items and communications materials through FAO's Publications Workflow System and liaise with external service providers, as needed;
- continually update FAO's messaging in the WBGS, and ensure that it feeds into and draws from messaging of the Humanitarian Country Team (HCT) and UN Country Team; and
- any other task needed in support of the regional communication network (RCN) and adequate responding to the needs of the Organization.

### **Expected Outputs**

Timely and quality submission of reports as per reporting work plan which is to be established within Week 1 of assignment, and as required.

Timely and quality communication products as per work plan which is to be established within Week 3 of assignment, and as required.

### **Candidates should meet the following requirements:**

#### **Minimum Requirements**

- University degree in Communications, Social/Political Sciences, International Relations or a related field.
- Working knowledge of English. Knowledge of Arabic is an advantage.
- 2-4 years of experience in performing similar functions.
- Excellent ability to write for different audiences using different communication media.
- Ability to travel in the West Bank and Gaza Strip.

#### **Competencies**

- Results Focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous improvement

#### **Selection criteria**

- Level, extent and relevance of past experience with reporting and communications tasks;
- Depth of English language skills: full fluency in written English is indispensable; working knowledge of Arabic is an advantage.
- Ability to participate and work in a team under tight deadlines.
- Demonstrated experience working in complex environments.
- Familiarity with agriculture/food security issues and development/humanitarian contexts are desirable.
- Ability to manage tight deadlines and multiple work streams
- Knowledge of Adobe Creative Suite, particularly InDesign and Photoshop is desirable

### **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)