



Food and Agriculture Organization of the United Nations

VACANCY ANNOUNCEMENT N°: IRC4182

CALL FOR EXPRESSIONS OF INTEREST

Issued on: 17 May 2017

Deadline For Application: 23 May 2017

JOB TITLE: COMMUNICATIONS CONSULTANT

TYPE OF CONTRACT: International Consultant

DUTY STATION: Sana'a, Yemen

ORGANIZATIONAL UNIT: FAO REPRESENTATION IN YEMEN

DURATION: 6 months, with possibility of extension

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

**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.**

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### Organizational Setting

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors and to respond to crises. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The position is located in the FAO Representation in Yemen

### FAO International Consultants and Call purpose

Given the current situation in Yemen in terms of being one of the biggest humanitarian crises in the world and one of the four countries at risk of famine in 2017, FAO needs to increase its visibility and communicate widely to all stakeholders its work in support of the affected population in the country.

It is against the above background that FAO is recruiting a Communications Consultant to support the FAO Representation in Yemen. Under the overall supervision of the FAO Representative in Yemen and the direct supervision of the Deputy FAO Representative in Yemen, the Communication Consultant will provide communication support to the Yemen emergency programme. In regular consultation and coordination with the Regional Communication Officer in FAORNE, TCE Outreach team and OCC, the incumbent shall ensure coherence with FAO's corporate communication policy and operational guidelines for all communication and information outputs

### Reporting Lines

The communication consultant will report to the Deputy FAO Representative in Yemen under the overall supervision of the FAO Representative in Yemen

### Specific functions

- Develop and produce communication products for the FAO emergency and rehabilitation programme in Yemen (eg. Situation reports, key messages, briefs, brochures, talking points, success stories, presentations and visibility material)
- Draft and review text in English, and coordinate the design, translation, printing and distribution process.
- Facilitate media relations in country, including drafting of press releases for appropriate clearance, developing and maintaining a network of media contacts in country, organizing press conferences/briefings, as appropriate both in English and Arabic.
- Lead the development and implementation of a yearly communication plan for the FAO (emergency and rehabilitation) programme in Yemen and other specific communication plans for projects as needed.
- Liaise with relevant colleagues in headquarters and the regional office in Cairo, TCSR reporting and outreach team, and OCC media team to facilitate exposure of FAO Yemen's work and needs in the food security/agriculture sector, ensuring accuracy/relevance of content developed
- Undertake travel to affected areas, as necessary, and ensure collection/production of stories, interviews, photos and videos;
- Liaise with OCHA, RC, HC for key messages to be shared with the donors and contribute to 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.).

- Ensure FAO is adequately represented in the OCHA Humanitarian Communications Group and other relevant fora/meetings and work in close collaboration with OCHA Reporting and Public Information teams and UN Communication teams to ensure sectoral priorities, the needs of affected populations and FAO are well represented;
- Compile, write, edit and review progress, interim and final reports. During this process, the Communication/Reporting Officer will adhere to FAO's Reporting and Editorial Guidelines and templates to ensure consistency and correct use of language.
- Perform other related duties as required

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in Communications, Social/Political Sciences, International Relations or a related field.
- Five years of relevant experience in performing similar functions.
- Working knowledge of English. Knowledge of Arabic is an advantage

### FAO Core 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
- Excellent ability to write for different audiences using different communication media.
- Level, extent and relevance of past experience with 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.
- Knowledge of Adobe Creative Suite, particularly InDesign and Photoshop is desirable

### Terms and Conditions

- Language certificates should be submitted as attachments as proof of the level of knowledge of languages indicated in the online applications.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted.
- Applicants unable to provide the above mentioned certificates will be tested through online assessments.

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

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### ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews. If selected, candidates will be notified of their inclusion on the Human Resources Specialists Roster.
  - FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
  - FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
  - Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
  - Applications received after the closing date will not be accepted.
  - For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>
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## **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](mailto:iRecruitment@fao.org)

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