



Issued on: 15 June 2016

Deadline For Application: 29 June 2016

JOB TITLE: Knowledge Management and Outreach Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: CLIMATE AND ENVIRONMENT DIVISION (CBC)

DURATION: 6 months (with possibility of extension)

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.

Organizational Setting

The Integrating Agriculture in NAPs FAO/UNDP project supports eleven partner countries to identify and integrate climate adaptation measures for the agricultural sector into relevant national planning and budgeting processes. It is a multi-year initiative funded by the German Government that responds to country driven needs. This integration will help to enhance: institutional capacities and processes for operationalizing climate response strategies in the sector; access to international climate finance sources.

Reporting Lines

Reports to Julia Wolf, Natural Resources Officer/NAP-Ag Project Coordinator

Technical Focus

Climate change adaptation, agriculture sectors, climate policy

Tasks and responsibilities

Under direct supervision of the Natural Resources Officer, the incumbent will carry out the following tasks under the workstreams below :

Knowledge Management

- Lead the development of the global project knowledge management strategy and monitor its implementation;
- Coordinate and ensure the delivery of planned FAO KM activities and products for the NAP-Ag project;
- Support in drafting materials for outreach and knowledge exchange activities, workshops and meetings
- Support in developing knowledge products (briefing notes, reports and publications) on climate change adaptation and food security including on adaptation/NDCs.

Outreach

- Provide updates to the NAP-Ag website and ensure project information and knowledge products are available on the website in a timely manner;
- Assist and contribute to the organization of Peer-to-Peer activities between countries;
- Support the organization of upcoming meetings, workshops, trainings and other events of the NAP processes;
- Produce updates with partner agencies and programmes for NAPs related activities, including the UNDP/UNEP NAP Global Support Programme and other NAP global networks; and
- Support collaboration with partners including with the UNFCCC bodies including the Least Developed Country Expert Group (LEG) and Adaptation Committee and the NAP Central.

Technical Quality Assurance

- Review technical country reports; and
- Review and provide input for all KM outputs of the project to ensure technical quality and alignment between all products;

Administrative Support

- Ensure the NAP-Ag information sharing channels (i.e. workspace, shared folders) are up-to-date;
- Contribute to the drafting of progress reports for donor and national coordinators;
- Track events in which the NAP-Ag project is featured and keep a clear schedule of these events; and
- Carry out other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced degree in Natural Resources, Agricultural Sustainability, Climate Change Adaptation and/or International Relations with focus on Agricultural Development.
- Four years of relevant experience in topics listed above and performing similar functions as those listed in the terms of reference.

- Working knowledge of English. Knowledge of French or Spanish 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 French or Spanish 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, Typo 3, Skype for Business and Photoshop is desirable.

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

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- 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
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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