



Issued on: 5 July 2017

Deadline For Application: 26 July 2017

JOB TITLE: Radio Coordinator

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: MEDIA RELATIONS BRANCH (OCCM)  
OFFICE FOR CORPORATE COMMUNICATION (OCC)

DURATION: 11 months

*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 Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

### Reporting Lines

The Radio Coordinator reports to the Senior Communication Officer, OCCM, and closely coordinates with the News Coordinator.

### Technical Focus

Media relations, radio production.

### Tasks and responsibilities

- Produce and manage all English, French and Spanish radio content distributed by the FAO Radio team, released to international media and general audiences world-wide (other languages where possible);
- Conceptualize, produce a monthly radio podcast on key FAO issues; which includes procuring field sounds, script writing, sound design and editing;
- Develop audio-based social media products for further distribution of FAO audio materials.
- Generate interview opportunities for senior FAO officials;
- Manage and develop relationships with international media broadcasters in order to enhance FAO audio-news and podcast distribution;
- Provide technical production support for decentralized offices where audio content is needed for local media;
- Provide radio media training to FAO staff;
- Supervise the radio team (radio assistant and sound engineer);
- Other duties as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in Journalism;
- Minimum of 5 years of experience in radio production;
- A strong understanding of new radio technologies, audio platforms and current radio trends;
- Experience in producing longer form podcast/radio programming;
- Strong digital skills including the knowledge of Content Management Systems (CMS) and Social Media;
- Sound design experience an asset;
- Knowledge of various radio programme styles, formats and audience demographics;
- Ability to design and execute a radio media strategy;
- Media training experience an asset;
- Excellent communication skills and interpersonal skills;
- Working knowledge of English. Fluency in another official UN language (Arabic, Chinese, French, Russian, Spanish) is an asset.

## FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

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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.
- 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.
- 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/>

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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)

**FAO IS A NON-SMOKING ENVIRONMENT**