



Issued on: 11 September 2017

Deadline For Application: 24 September 2017

JOB TITLE: Publications coordinator

TYPE OF CONTRACT: International Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: OCCP

DURATION: 11 months

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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

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 Consultant will report directly to the Chief of OCCP and the senior publications coordinator and collaborate with Officers of FAO divisions.

### Tasks and responsibilities

- Supervise the English editions of FAO flagships and publications (handbooks, information booklets, brochures, position papers and fact sheets), ensuring quality and consistency;
  - Act as project manager and technical/language editor of FAO publication production, liaising with technical divisions;
  - Provide expertise and guidance on publications and communication matters, acting as a focal point with communication Officers in FAO divisions and field offices, facilitating cooperation and decision-making among different multicultural backgrounds and divisions;
  - Write, edit and proofread FAO brochures and publications content and make sure they are written accurately, concisely and correctly (grammar), and comply with FAO standards (terminology and house style);
  - Draft original non-technical texts for media purposes and for the general public (especially youth);
  - Advise on strategic product development and impact evaluation of FAO's publications;
  - Identify technical publications for possible publication in other formats to be more attractive to a wider general audience;
  - Provide editorial experience to ensure that publications are relevant and interesting to a target audience;
  - Follow the workflow of the English main publication editions in terms of quality and accuracy;
  - Cooperate with editors and graphic designers (internal and external to FAO);
  - Review publication texts to ensure uniformity of style and terminology with FAO policy;
  - Ensure that publications are developed according to corporate policy on internal and external communications;
  - Perform other communication-related duties for the division when needed;
  - Review and approve proposed publications in the Publishing Workflow System (PWS);
  - Develop recommendations to improve Departmental publications planning and procedures, in line with corporate policies, with a view to promoting more effective and efficient work processes and solutions;
  - Contribute to Departmental publishing and communications plans;
  - Liaise with corporate services, external consultants and technical officers on editorial matters, provide inputs on photo selection (suitability, sensitivity, gender, etc.) and sequencing, and provide expert advice as required;
  - Support, advise and collaborate closely with the communications officers of technical divisions.
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree in journalism, communications or equivalent,
- At least seven years of relevant editing and writing experience in corporate communication, public information, journalism, international relations and media relations.
- Working knowledge of English and limited knowledge of Arabic, Chinese, French, Russian or Spanish.

### FAO Core Competencies

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

### Technical/Functional Skills

- English writing and editing experience on UN flagship publications.
- Expertise in food security, nutrition, migration, climate change, and gender.
- Work experience in UN agencies, major international organizations (e.g. NATO, WTO, Bioversity). would be considered an asset.
- Experience in using computerized publishing workflow systems for evaluation and planning purposes.
- Experience in using standard publishing software packages

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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

- 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/>

### 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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