



Issued on: 11 October 2017

Deadline For Application: 25 October 2017

JOB TITLE: Communication Specialist (Internal Communications)	TYPE OF CONTRACT: Consultant/PSA
	DUTY STATION: Rome headquarters
ORGANIZATIONAL UNIT: INTERNET AND INTERNAL COMMUNICATION BRANCH (OCCI) 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 Communication Specialist reports directly to the head of Internal Communications under the Director, OCC and resides within the Internet and Internal Communications branch (OCCI).

Technical focus

High level of initiative, ability to work under strict deadlines and flexibility in relating simultaneously with different audiences in a fast-paced context. Conscientiousness and ability to work independently as well as in a team. Familiarity with FAO, its working culture and the internal audience, attention to detail, excellent English writing skills, quick assessment and judgement when required to produce communication materials under pressure. Expertise in intranet platforms.

Tasks and responsibilities

The incumbent will provide support to the Internal Communications Office as a Communications Specialist (English) as follows:

- Develop and coordinate the design and production of a variety of written materials for internal communication (IC) channels;
- Coordinate appropriate scheduling so that publication of IC content is carried out according to corporate needs and priorities;
- Coordinate and finalize communication plans related to content produced for internal communications;
- Produce original written content on the work of the Organization based on technical material available internally;
- Prepare and write background and short staff interest stories related to the work of the Organization for the FAO Intranet.
- Write and edit a variety of corporate communication ensuring consistency with FAO's corporate communication policy.
- Any other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree (for consultant)/university degree (for PSA) or similar in communication, graphic design, international relations or journalism or a related field;
- At least five years' (for level B) or 1 year (for level A) experience in communications, including at least one year experience in internal communication;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships

- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Extent and relevance of experience in producing written and/or multimedia materials for an internal audience
- Familiarity with FAO, its working culture and the internal audience

Selection Criteria

- Ability to coordinate and produce high quality, original multimedia products for an internal audience.
- Quality of writing skills, diplomacy and ability to deal with complex situations.
- Capacity to work independently as well as in a team.
- Extent of experience in information and communication in large organizations

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

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
- 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

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