



Issued on: 16 October 2017

Deadline For Application: 30 October 2017

JOB TITLE: Communication Specialist (various profiles)

TYPE OF CONTRACT: Consultant/PSA

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

DUTY STATION: Rome, Italy

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.

FAO Consultant/PSA and Call purpose

The purpose of this call is to attract talent with experience and background in the area of communication to populate Consultant/PSA rosters for the following profiles:

- *Communication/Media Expert (for the various FAO official languages)*
- *Communication Expert (audio)*
- *Communication Expert (video broadcasting/production)*
- *Communication Specialist (Coordination)*

Reporting Lines

The Consultants/PSAs will report directly to Officers within the OCC branch they are selected to work in.

Tasks and responsibilities

The generic functions for each profile include, but are not limited to, the following:

The Communication/Media Officer/Expert (for all FAO official languages, and Italian as well) will:

- build and maintain close working relations with media representatives in Rome and globally, and respond to their inquiries;
- generate interview opportunities for senior FAO officials and supply cleared FAO information as required
- prepare talking points, media briefs, country political/news background briefs, speeches and other high-level products for ODG, including for meetings and other events such as trips abroad;
- Research and write news releases and web stories in collaboration with technical officers;
- advise on and contribute to multi-media projects and events (including television and radio);
- research, draft and/or edit opinion articles for placement in the print media under the by-line of the Director-General and assist in negotiating their placement;
- compose promotion content and targeted communications on FAO's work for distribution via various social media, including Twitter and Facebook;
- develop and articulate key messages for external communication and advocacy purposes;
- represent OCC/FAO at meetings and teleconferences both internally at FAO and with external partners.
- Undertake travel and field missions as media liaison officer;
- generate interview opportunities for FAO senior officials and supply cleared FAO information as required;
- Devise, develop and coordinate the production of communication products related to FAO's work and the SDGs, including the provision on content for the FAO SDG website, the FAO SDG intranet page, and the SDG Twitter account;
- Create, coordinate and support the production and placement of features, op-eds, infographics, videos and other content items aimed at maintaining global awareness of FAO's proximity to sustainable development and the SDGs;
- Collaborate with regional communication officers and other colleagues in FAO regional, country and liaison offices in promoting, sharing and shaping events and communications related to FAO's support to the SDGs implementation and to national domestication of the SDGs;
- Perform other duties as required.

The Communication Officer/Expert (audio) will:

- Manage media/radio coverage of FAO activities and programs, and support the Radio Coordinator with overall coordination of OCC's audio/radio production;
- Provide research for developing media/radio materials during statutory meetings, special events and public information campaigns;
- Prepare information for radio/audio news dissemination through electronic lists and Internet interfaces;
- Vets content of submissions from FAO community radio partners;
- Manage media/radio electronic queries and visits;
- Manage contacts with official delegations and special guests at FAO HQ events for radio interview purposes;
- Conduct high-level interviews in various languages after bilateral meetings of the Director-General;
- Develop co-production internally and externally, including field trip planning and post-production of materials;
- Support OCC event planning and management;
- Support the management of public and media relations;
- Undertake travel and field missions as media liaison officer;
- Perform other duties as required.

The Communication Officer/Expert (video broadcasting/production) will:

- Act as focal point for requests from broadcast media and member states for footage, information, interviews and technical support for video productions;
- Identify and develop relations with general interest and specific programming strands on TV stations to promote FAO's work at HQ and in the field;
- Identify strong FAO stories and find ways to promote them on TV (news programming or general interest);
- Script, produce and distribute VNR packages using field footage provided by others; organize and undertake field filming missions, as and when required;
- Create video packages in the form of PSA mini features or other format for web-based dissemination;
- Script, shoot, edit and produce full packages of video content for broadcast distribution;
- Promote and implement the best possible usage of the FAO/EBU live facilities housed in FAO;
- Interview FAO experts and coordinate delivery of short interviews for publication with Press Releases on FAO online Newsroom;
- Undertake travel and field missions as media liaison officer;
- Perform other duties as required.

The Communication Specialist (Coordination) will:

- Provide overall communication support (media, web/social media, publications, outreach/campaigns, etc) to the various branches and teams in OCC;
- Provide overall communication support to the Strategic Programme Communication Coordination (SPCC) team and to focal points for the technical departments;
- Support coordination between OCC and FAO's Regional Offices and Liaison Offices;
- Support corporate monitoring of the Senior Officers' Media Initiative (SOMI);
- Support the implementation of media/communication partnerships between FAO and external parties;
- Prepare talking points, media briefs, news background briefs, speeches, Q&A, presentations and other communication products for OCC management and for FAO senior management;
- Perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- According to function (consultant or PSA) either Advanced University Degree or University degree in communication, journalism, political science or related subject;
- 1 year (Category C consultant/PSA) or 5 years (Category B consultant/PSA) of relevant experience in communication, public information, or journalism
- For consultants, working knowledge (Level C) of English, French or Spanish and limited knowledge (Level B) of one of the other two or Arabic, Chinese, or Russian.
- For PSAs, working knowledge (Level C) of one of FAO's official languages. Level B of another official language is desirable.

FAO Core Competencies

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

Selection Criteria

- Extent and relevance of experience in the field of communication services for prominent organizations, particularly at the international level
- Extent and relevance of experience in developing high-quality communication/multimedia materials for a wide variety of audiences
- Understanding of FAO policies and programmes is considered a strong asset

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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