



Issued on: 17 October 2017

Deadline For Application: 31 October 2017

JOB TITLE: Publications Manager

TYPE OF CONTRACT: International Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: PUBLICATIONS BRANCH (OCCP)
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 Publications Manager reports to the Director, OCC

Technical Focus

Publishing, publications

Tasks and responsibilities

- provide direction and recommendations to the Office of the Director (OCCD) on publications issues, including implementation of FAO's corporate communication policy and strategy;
- provide direction and recommendations to departments and offices (in headquarters and decentralized offices) to support strategic communication and the effective delivery of multimedia outputs and corporate publications;
- develop and implement workflow – with special emphasis given to the digitalization and electronic dissemination of FAO's publications – to ensure the efficient production, preservation and archive of FAO publications and multimedia outputs and advise departments and offices (in headquarters and decentralized offices) on appropriate publishing and multimedia technology solutions;
- elaborate and implement the corporate publications policy and associated procedures, in line with FAO's communication policy and strategy;
- review the records, archive and library functions of the Organization with a view of delivering an efficient and cost-effective service to staff and members, including the management and archiving of multimedia products;
- provide direction and recommendations to departments and offices (in headquarters and decentralized offices) to support the strategic development and effective delivery of multimedia outputs and corporate publications;
- advise on strategic product development and impact evaluation of FAO's publications;
- develop and strengthen partnerships with industry partners, academic and research institutions, and professional associations and networks;
- provide expert support to the roll out and implementation of FAO's new corporate communication policy;
- provide expert communication support for special communication and outreach activities;
- provide expert support to FAO's regional communication networks worldwide; and
- perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree (Master's degree or equivalent) in Communication, Journalism or other relevant field;
- Minimum of ten years of progressively responsible, high-level experience in working in the field of publications with international organizations, governmental, non-governmental/civil society and/or private sector entities;
- 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

Selection Criteria

- Extent and relevance of experience in strategic planning, achieving results and management of international publishing and multimedia functions;
- Extent and relevance of experience in the full publishing cycle, including conceptualization, development, production and dissemination of publications;
- Extent of relevant experience in the management of complex publication and associated multimedia products;
- Extent of relevant experience in the technical production of publications and associated multimedia products;
- Depth and extent of knowledge of publishing policies and multimedia processes and of key issues and developments affecting technical and scientific publications.

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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