



Issued on: 20 October 2017

Deadline For Application: 3 November 2017

**JOB TITLE:** Knowledge Management, Communication and Publishing specialists

**TYPE OF CONTRACT:** Consultant or PSA.SBS

**DUTY STATION:** Various

**ORGANIZATIONAL UNIT:** AGRICULTURAL DEVELOPMENT ECONOMICS DIVISION (ESA)

**DURATION:** Up to 11 month (with possibility of extension)

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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.*

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**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 Agricultural Development Economics Division (ESA) conducts economic research and policy analysis related to all five of the Organization's strategic objectives (food security, sustainable agriculture, poverty reduction, inclusive food systems and resilient livelihoods); ESA provides evidence-based analytical support to national, regional and global policy processes and initiatives related to food security and sustainable agriculture; and leads the production of three FAO flagship publications: *The State of Food and Agriculture*, *The State of Food Security and Nutrition in the World*, and *World Agriculture Towards 2030/50*. ESA also leads large programmes at country level on agricultural policy monitoring, climate change, agribusiness and food value chains, and food security information and analysis in support of national policies.

Within this context, the production and dissemination of publications and technical reports, lessons learned, good practices, as well as outreach, communication, knowledge sharing and capacity development on analysis, outcomes and messages of the above thematic areas are key to strengthening the impact of the Division's work.

## FAO International Consultants and Call purpose

The Organization frequently engages experts to work on short-term activities and projects as international consultants or under personal service agreements (PSA.SBS) at various levels of experience (see minimum requirements below). International consultants or PSAs are engaged by the Organization to provide expertise, skills or knowledge for the performance of a specific task or piece of work, which is short-term by nature. The assignment may involve full-time or part-time functions, with duration ranging from 1 month up to 11 months. The possibility of extension is subject to satisfactory performance and dependant on the availability of resources and needs of the Organization. Assignments can require travel or missions/appointment to field locations.

Individuals meeting or exceeding the requirements of the Call, determined through an interview process, will be included in the ESA Divisional Roster. Experts who are registered in the Roster are available for consideration for a period of up to 48 months. ESA Division will use this roster as the primary mechanism to resource future vacancies within the technical requirements covered by the Call.

## Reporting Lines

Selected applicants will work under the overall guidance of the Division Director and the direct supervision of Team Leaders/Officers, working in close collaboration with other FAO Divisions, Strategic Programmes and external partners as required. When activities are carried out in member countries, applicants will be required to work in close collaboration with the FAO Representation in the relevant country of assignment, as well as the relevant FAO regional and/or sub-regional office.

## Technical Focus

Knowledge management and capacity development, communication and publishing, graphic design

## Tasks and responsibilities

The assigned tasks and responsibilities related to **knowledge management and capacity development** can include the following:

- Oversee the planning and organization of knowledge management/sharing activities related to the implementation of relevant programmes;
- Undertake the capture of technical lessons learned through the provision of methodological guidance and/or facilitating multi-stakeholder workshops with technical units, decentralized offices, and partners on the identification, documentation and capitalization of resilience good practices;
- Oversee the production and dissemination of food security, nutrition and resilience good practice/knowledge products;
- Coordinate the maintenance of relevant knowledge platform(s) with relevant content and activities, including food security, nutrition and resilience related good practices material, events, and capacity development material from FAO and key partners;
- Engage with external partners and technical FAO units to establish relevant collaboration mechanism with the knowledge platforms, including through the development of joint knowledge sharing activities;

- Design and conduct face-to-face and virtual capacity building/information sharing and/or lessons learning activities related to food security, nutrition and resilience, involving relevant stakeholders and technical experts from FAO and external partners.

The assigned tasks and responsibilities related to **communication** can include the following:

- Coordinate/support the identification by teams of relevant communication, visibility and outreach channels and activities, with due regard for divisional and corporate strategies, which may include elements of coordination at Divisional level in collaboration with other units;
- Develop/support the development of a communication and social media strategy, and manage/support the promotion of team's activities and FAO's work with key partners through multiple social media and communication channels, liaising as required with internal and external partners;
- Coordinate/support team's publication and printing process liaising with the relevant units of the organization;
- Develop written and audio-visual communication products, including drafting, editing, layout, photo and video editing;
- Prepare newsletters, briefs, surveys and non-technical reports related to the team's activities and FAO's work with key partners;
- Maintain and update team's webpages and/or knowledge platforms through the use of relevant information, documents and media in different languages;
- Manage/support the subscription and membership of the team's communities and engage with members as appropriate;
- Support to the establishment of collaboration mechanisms on knowledge management with external partners;
- Support the organization of events, learning and knowledge sharing activities, such as seminars and webinars, technical workshops, photo exhibits, etc.

The assigned tasks and responsibilities related to **publishing, graphic and web design** can include the following:

- Coordinate the Division's publishing workflow and support teams from planning to dissemination and monitoring, in line with Corporate and Divisional guidelines;
- Advise and support the Divisional editorial boards on publications' formats and review processes;
- Provide graphic and layout support for the team's outputs/coordinate and oversee Divisional outputs ensuring a consistent and coherent approach;
- Maintain the ESA Divisional website, ensuring timely updates of publications and other relevant outcomes and in line with CIO and OCC guidelines;
- Monitor website analytics and identify tools and activities to enhance visibility of the Division's outputs.

## MINIMUM REQUIREMENTS

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

- Formal education in communication, social science, political science, international development studies, or a field related to FAO's mandate:
  - Consultant level B and C – advanced university degree
  - PSA.SBS – university degree
- Relevant experience in knowledge management and/or capacity development and/or communication:
  - Consultant level B (expert) – at least 5 years of relevant experience
  - Consultant level C/PSA.SBS – at least 3 years of relevant experience.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, or Russian. In the case of PSAs, the requirement is for working knowledge in one of the FAO official languages.

### FAO Core Competencies

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

### Technical/Functional Skills

- Extent and relevance of academic qualifications;
  - Extent and relevance of experience in knowledge sharing, lessons learning, and good practice capitalization methods and tools;
  - Extent of experience in facilitation skills for meetings and workshops, including capacity development consultative workshops;
  - Extent of experience with the development of written and audio-visual communication products, including graphic layout and web design;
  - Familiarity with relevant tools and FAO's publishing procedures and guidelines considered a strong asset;
  - Excellent analytical and conceptual skills, as well as gender sensitive and cross-cultural competency.
  - Ability to plan and organize own work, deliver results and meet deadlines;
  - Ability to perform well in cross-disciplinary teams;
  - Excellent oral and written communication skills
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## **ADDITIONAL INFORMATION**

- All applications will be reviewed and qualified applicants will be included in a pool of candidates for future assignments.
- 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**