



Issued on: 20 October 2017

Deadline For Application: 03 November 2017

JOB TITLE: Junior Communication for Evaluations consultant

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome

ORGANIZATIONAL UNIT: OFFICE OF EVALUATION (OED)

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

In the framework of the communication plan adopted by the Office of Evaluation in 2015 to implement the FAO corporate communication strategy, a series of communication actions are envisaged to meet the communication needs of FAO's evaluation stakeholders. In particular, they focus on the strategic use of media channels and multimedia resources for the role they play in opinion formation, awareness raising and in building public support.

Reporting Lines

The consultant will work under the general supervision of OED Director, the day to day supervision of the Knowledge Management and Evaluation Officer, the functional supervision of OCC (for all the different functions covered) and in close collaboration with the OED evaluation teams.

Technical Focus

The focus of the work is communication for evaluations. The junior consultant will have prior experience in specific aspects of communication for evaluations, intervening in different stages of evaluation process, as well as in promoting learning from and utilization of knowledge generated by evaluations.

Tasks and responsibilities

The junior consultant will be responsible for supporting, or taking main responsibility for, the following activities related to evaluation work:

1. Supporting evaluation managers in enhancing the use of evaluations at different stages of the process through effective use of communication;
2. Taking initiatives in development of communication products of the office;
3. Coordination of editorial, translation, design and publication work;
4. Planning, producing and disseminating videos and podcasts;
5. Content management of the OED website, and dissemination through social media;
6. Production of communication materials (press releases, leaflets, presentations, etc.);
7. Support to stakeholder workshops and other evaluation events (internal and external).

For items 3, 4 and 5 in particular the junior consultant will work in close collaboration with OCC; for 6 and 7 in close collaboration with country and regional communications officers.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in (for Consultants) in social science, development, economics or international relations.
- Three years of relevant experience in evaluation and communication.
- Working knowledge of English and limited knowledge of French and/or Spanish.
- Working knowledge of French and/or Spanish would be considered a strong asset.
- Knowledge of one of the other FAO languages (Arabic, Chinese, Russian) would be considered an asset.

FAO Core Competencies

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

Technical/Functional Skills

- Good understanding of issues related to the work of the Organization
- Relevant experience in support of evaluations
- Relevant experience in communication
- Familiarity with graphic design, document formatting and editorial guidelines, presentations, and audio-video production, and web content management and social media

Selection Criteria

- Extent of understanding of the work of the Organization
- Extent of experience in producing various types of communication materials and supporting effective communication and dissemination for evaluations.
- Extent of experience in developing countries
- Range and level of UN languages – with knowledge of Italian (to manage local suppliers, contractors and events) as a plus.

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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