



Issued on: 24 October 2017

Deadline For Application: 7 November 2017

**JOB TITLE:** Partnership, Outreach and Communication

**TYPE OF CONTRACT:** Consultant or PSA (Category B)

**DUTY STATION:** Geneva

**ORGANIZATIONAL UNIT:** LIAISON OFFICE GENEVA

**DURATION:** 11 months

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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.*

**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 Liaison Office in Geneva (LOG) is in a location where many UN system organizations, other international intergovernmental and non-governmental associations/organizations are working. The office maintains relations with Member Countries as well as development and humanitarian partners operating in Geneva. Additionally, the office places a specific focus on Member countries that are accredited to FAO with non-resident Permanent Representatives who are based in Geneva. The office monitors developments affecting nutrition and food and agriculture, and represents the Organization at meetings relevant to the mandate of FAO.

### Reporting Lines

The Partnership, outreach and communication Consultant reports to the Director LOG.

### Technical Focus

Contribute to the partnership, outreach and communication activities of LOG in support of FAO's Strategic Objectives, with special focus on Functional Objective 8 (Outreach & Partnerships).

### Tasks and responsibilities

The Partnership, outreach and communication Consultant, in close collaboration with relevant FAO Headquarters units, contributes to the LOG collaboration and liaison activities with Member Countries through their Permanent Mission in Geneva (in particular the countries under LOG's responsibility), strengthens FAO strategic multi stakeholder partnerships with Geneva-based UN agencies, NGOs, Swiss-based academic institutions and the Private Sector, and assists in increasing the visibility of FAO's activities and accomplishments. This will include:

- Develop LOG communication plan;
- Promote awareness of FAO objectives and achievements amongst Geneva based diplomatic missions, the UN, IGOs, civil society, academia, private sector, as well as the Swiss public;
- Conceptualize and organize outreach activities and special events;
- With OCC support, respond to media ad hoc requests, write media materials, and organize/coordinate interviews and press briefings;
- Contribute to the development and strengthening of web publishing and media relations activities of FAO in Geneva, as well as internal communication between LOG and the HQs;
- Update LOG's website with informative contents and suggest improvements in its format;
- Upon request, attend multilateral meetings and report;
- Provide draft briefs, analytical reports, speaking-points and statements.
- Perform other related duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree (for Consultants)/ University degree (only for PSA) in international relations, public relations, international cooperation for development, communication, social science, journalism, political science or related field;
- Minimum of 7 years of proven knowledge and experience in partnership, outreach or communication;
- Working knowledge of English and French.

## **FAO Core Competencies**

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

## **Technical/Functional Skills**

- Able to work under pressure within multidisciplinary and different cultural background teams;
- Ability to translate complex and technical papers in communication messages to a wide and varied audience, in a simple and concise manner;
- Extent and relevance of experience in establishing partnerships and networks with partners;
- Extent and relevance of experience in the development of communication activities;
- Extent and relevance of experience in the preparation, production, and dissemination of communication, promotional or technical materials;
- Effective teamwork skills with strong individual planning capacity.

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

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## **ADDITIONAL INFORMATION**

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- 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**