



Food and Agriculture Organization of the United Nations  
PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC5221

Issued on: 9 January 2018

Deadline For Application: 30 January 2018

POSITION TITLE:	Communication Officer (Strategic Programme/ Technical Department)	GRADE LEVEL:	P-3
		DUTY STATION:	[ Rome, Italy ]
ORGANIZATIONAL UNIT:	Media Relations Branch (OCCM) Office for Corporate Communication (OCC)	DURATION *:	[ Fixed term: two years with possibility of extension ]
		POST NUMBER:	[ 0035068 ]
		CCOG CODE:	1A08

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

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.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

#### 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.

The post is located in the Office of the Director (OCCD).

#### Reporting Lines

The Communication Officer reports to [the Deputy Director, OCC].

#### Technical Focus

[ Coordination of communication activities with FAO strategic programmes and technical departments ]

#### Key Results

Contribute to the development and strengthening of the communication activities of the Organization

#### Key Functions

- Researches and analyzes technical, social, economic, environmental, institutional, and technology related information, data and statistics and/or related policy issues to support internal and/or external communication;
- Produces a variety of information and reports as well as input for communication-related documents and web pages
- Collaborates in the development of improved/updated tools, systems, processes, and databases;
- Participates on multi-disciplinary teams, and/or leads working groups/teams collaborates with other departments and agencies on work groups and committees and promotes best practices;
- Promotes knowledge sharing and best practices at international meetings and conferences and influences partners in stakeholder consultations.

#### Specific Functions

- Coordinates communication planning for the Strategic Programme(s), in close consultation with OCC and the Strategic Programme Leaders (SPLs), to ensure that communication outputs are in line with the Organization's strategic objectives;
- Drafts articles, statements, briefings, op-eds, opinions, talking points, key messages and other written communications for the Organization, ensuring a high level of consistency, accuracy, content and presentation for a wide variety of audiences;
- Monitors and analyses policy materials and developments within FAO at HQ and field levels and beyond (United Nations, intergovernmental, think-tank, corporate and NGO reports) to keep abreast of strategic developments and to ensure that they are consistently and accurately reflected in communications for FAO's Strategic Programmes ;
- Ensures that communications produced adhere to corporate policy, in consultation with relevant departments and units, and provides analysis and recommendations as required;
- Provides communication services and support to headquarters technical departments, as requested by the Deputy Director, OCC.

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#### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

## **Minimum Requirements**

- Advanced university degree in communication, social science, journalism, political science or a related field
- Five years of relevant experience in communication, public information, or journalism
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

## **Competencies**

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

## **Technical/Functional Skills**

- 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 and outreach materials for a wide variety of audiences
- Understanding of FAO policies and programmes is considered a strong asset
- Excellent communication skills in English, both orally and in writing is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is desirable

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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**

- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station.
- Candidates may be requested to provide performance assessments.

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## **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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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)

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