



Issued on: 17 July 2018

Deadline For Application: 28 August 2018

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POSITION TITLE:	<b>Senior Communication Officer (Coordinator)</b>	GRADE LEVEL:	<b>P-5</b>
ORGANIZATIONAL UNIT:	<b>Office of the Director (OCCD)</b> <b>Office for Corporate Communication (OCC)</b>	DUTY STATION:	<b>Rome, Italy</b>
		DURATION:	<b>Fixed term: two years with possibility of extension</b>
		POST NUMBER:	<b>1062611</b>
		CCOG CODE:	<b>1.A.08</b>

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- **FAO is committed to achieving workforce diversity in terms of gender and nationality.**
  - **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.**
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### 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 Senior Communication Officer reports to the Director, OCC.

### Technical Focus

Media relations.

### Key Results

- Leadership, technical and policy expertise for the planning, development and implementation of Office work, projects, products, and services in accordance with FAO Strategic Objectives and Corporate Communication strategy.

### Key Functions

- leads multi-disciplinary team(s), leads and/or participates on teams/committees, leads and/or participates on organization-wide committees and represents FAO at inter-agency meetings;
- analyzes strategic/business/service objectives, reform priorities and the latest trends in communication to provide critical input into plans and strategies, functional stream work plans and priorities as well as the supporting operational, policy, system, tools and reporting frameworks;
- supervises staff, oversees the delivery of multi-disciplinary programmes, policies, products, and services and prepares a variety of plans, strategies, reports and proposals;
- promotes and pilots new concepts and initiatives, manages related projects and consultants, and plays a lead role in the implementation process of the Corporate Communication strategy and policy;
- plans and develops consultation/communication/information/training programmes and products to promote understanding of programmes, services and policies, increased capacity development;
- manages the organization's corporate media relations, including arranging interviews and facilitating contacts by the media with Senior Officials and technical experts; including pitching directly to the press
- coordinates and supports the drafting and editing of diverse materials (briefings, speeches, Op-eds, questions and answers) for use by senior officials, set quality and production standards for information dissemination in multiple languages
- performs other duties as required.

### Specific functions

- manages the Media Relations Branch and coordinates its activities; including media monitoring
- coordinates the production of content and flow of stories to the FAO Newsroom page with the web and media relations teams, coordinates inputs through the Content Management System (CMS) workflow and ensures regular updates so that the FAO Newsroom and news relevant pages are timely and accurate;
- leads the development of the annual media relations branch communication work plans, in consultation with technical departments and OCC communication officers, and is fully familiar with the communication priorities identified and associated workflow calendar (both at HQ and regionally);
- obtains technical and management clearance for new release issuance and posting;
- advises on the most suitable publication route (news release, information note, etc.), and coordinates web news publishing with the relevant offices/branches;

- coordinates the monitoring of departmental web sites, meeting documentation and publications for material that could be used for press releases or web stories on the newsroom page.
- oversees the preparation of press related material and background notices for use by the media at a corporate level;
- provides inputs to regular and special briefings for the media; arranges for issuance of press credentials;
- facilitates visits by accredited media to Headquarters and/or regional and country offices
- establishes partnerships with the media in view of strengthening visibility and media outreach
- establishes and maintains close contact with spokespersons of United Nations agencies, funds and programmes, as well as other international organizations and partners

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## Candidates will be assessed against the following

### Minimum Requirements

- Advanced University degree in communication, social science, political science or related studies
- Ten years of relevant experience in communication, public information, journalism, international relations with emphasis in media relations and external corporate communication
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

### Competencies

- Results Focus
- Leading, Engaging and Empowering Others
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

### Technical/Functional Skills

- Extent and relevance of experience in communication services for prominent organizations, particularly at the international level, including media relations, online communication and social networks, along with direct experience in journalism
- Extent and relevance of experience in coordinating and managing complex interdisciplinary communication outputs as well as the production of complex technical content for external audiences, especially in areas relevant to FAO's mandate
- Sound leadership skills; sound judgment, ability to resolve complex issues. Sound judgment in applying expertise to complex and/or sensitive issues, which are typically broad in scope;
- Demonstrated communication (spoken, written, public speaking and presentational) skills, including the ability to convey and present sensitive issues/positions;
- Understanding of FAO policies and programmes is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is essential

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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 candidates should possess computer/word processing skills.
- As part of the evaluation of your application for this position, you may be requested to undergo written assessment, which may be followed by a competency-based interview.
- Your application will be screened based on the information you have entered in your iRecruitment profile (see below under the *How to Apply* section). Before applying for a vacancy, we strongly recommend that the information you have provided in all sections of your profile are accurate and complete, including employment record, academic qualifications and skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution that is recognized in the IAU/UNESCO list.
- Other similar positions may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.

Candidates may be requested to provide performance assessments.

### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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## HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach to the online profile a letter of motivation.
- 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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