



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☒ /PSA ☐

Minimum number of years of relevant experience required: 1yr ☒ 5yrs ☐ 12+yrs ☐

Job Title: Advocacy and reporting officer - Support to the Central African Republic crisis	
Division/Department: Emergency and Rehabilitation Division (TCE)	
Location: Bangui, Central African Republic	
Expected Start Date of Assignment: As soon as possible	Duration: 3 months
Reports to: Name: Alexis Bonte	Title: Senior Resilience Coordinator (RAF), FAO Representative ad interim

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the supervision of the FAO Representative and in consultation with the Emergency Response Manager and Programme, the officer will provide reporting and outreach support to the operational activities of the Central African Republic emergency response for a three month mission (renewable). In particular, he will be responsible for the following duties:

Immediate objectives :

1. Ensure regular update of communication tools: FAO executive brief, OCHA Sit rep, weekly brief for FAO/WFP senior management, Senior Humanitarian Coordinator) for the duration of the mission
2. Develop communication material to ensure the visibility of FAO for the agriculture campaign and the launch of the resilience programme.

More specifically :

- Work closely with and train as necessary the FAO national communication officer ;
- Coordinate the development of key messages on the crisis and identification of key information to be collected;
- Support Cluster for the preparation of the weekly brief for senior management;
- Coordinate and facilitate media relations in country, including the organization of press conferences/briefings, if needed, or field visits, and the production of media-style public information products, media-speaking/talking points, press releases, human interest stories for use by FAO;
- Pre-empt media fatigue by identifying new/unique story-angles and developing long-term human interest stories such as "from hardship to recovery";
- Develop communication products for FAO response activities (stories for print and web, leaflets, brochures, presentations, speaking points, executive briefs, posters, photos and video when possible), including the drafting/reviewing of texts in English;
- Facilitate the dissemination – at country, regional and global levels – of relevant public information products, including publications on relevant FAO or partner web sites;
- Liaise with (FAO HQ) OCC media relation's colleagues to facilitate exposure of FAO's emergency response and ensure accuracy/coherence of content developed by them; Liaise as appropriate with RAF communication team.
- Contribute to partners' situation reports (OCHA);
- Edit/revise relevant programme/operation documents in French and English, such as project documents, donor reports, assessment reports, etc;
- Undertake travel, as necessary;
- Perform any other related duties as required.

HOW TO APPLY

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

The PPF should be sent via email to: TCE-Reporting@fao.org

Deadline for applications: 21 May 2014

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.