



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:	Publications coordinator (bilingual consultant in Spanish and English)		
Division/Department:	Publications Branch (OCCP)		
Location:	Rome, Italy		
Expected Start Date of Assignment:	As soon as possible	NTE:	6 months (renewable)
Reports to:	Pedro Javaloyes	Title:	Chief, OCCP

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

The Consultant will work independently and collect information from the technical experts of internal divisions, and edit such information to make them reader friendly in both Spanish and English language. The incumbent will do all of this in support of the Chief of OCCP. More specifically, the consultant will:

- Manage English and Spanish editions of FAO publications (downloadable and printed handbooks, information booklets, brochures, position papers and fact sheets), ensuring quality and consistency;
- Provide expertise and guidance on publications and communication matters, acting as a focal point with communication officers in FAO divisions and field offices;
- Act as a project manager managing relationships to facilitate cooperation and decision-making among different multicultural backgrounds and divisions;
- Draft or edit FAO brochures and publications content and make sure they are written accurately, concisely and correctly (grammar), and comply with FAO standards (terminology and house style);
- Advise on strategic product development and impact evaluation of FAO's publications;
- Identify technical publications for possible publication in other formats that may be more attractive to a wider general audience;
- Provide editorial experience to ensure that publications are relevant and interesting to a target audience;
- Follow the workflow of the English and Spanish editions of main publications in terms of quality and accuracy;
- Cooperate with editors and graphic designers (internal and external to FAO);
- Review the different publication texts in English and Spanish to ensure uniformity of style and terminology with FAO policy;
- Make sure the publications are developed according to corporate policy on internal and external communications;
- Perform other communication-related duties for the division when needed.

MINIMUM REQUIREMENTS

- Advanced university degree in communication, social science, journalism, political science or related field;
- At least five years of relevant experience in the editorial and publications field;
- English and Spanish speaking mother tongue.

DESIRABLE ATTRIBUTES:

- Resilient problem-solver;
- Ability to juggle and lead multiple projects;
- Team builder, works well under pressure;
- Understanding of the UN system.

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 e-mail to: OCCP-VAS@fao.org

Deadline for applications: 15 February 2016

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