

Special Emergency Programmes Service, TCES

Profile Requirements: Information and Reports Officer - (Consultant)

Terms of Reference

Under the overall supervision of the Chief, Special Emergency Programmes Service, TCES and the FAO Representative in the Sudan, the direct supervision of the Senior Emergency and Rehabilitation Coordinator for North Sudan, the incumbent will perform the following duties:

- prepare all programmatic communication and advocacy material (including briefs, regional food security updates, information bulletins, monthly food security reports, humanitarian profiles, Special Representative of the UN Secretary-General (SRSG) reports, coordination updates, press releases and presentations) in full collaboration with the Emergency and Rehabilitation Coordination Unit (ERCU) and field staff, consultants and counterparts;
- facilitate the ERCUs north/south to produce one consolidated FAO periodic report/brief note including a bi-monthly Country Brief as required by the SRSG, Deputy SRSG and Humanitarian Coordinator/Resident Coordinator (HC/RC) as well as FAO headquarters, Office for Coordination of Humanitarian Affairs (OCHA), United Nations Mission in the Sudan (UNMIS); donors and any other officials as required;
- collaborate in the preparation and finalization of the ERCU's contribution to the UN Work Plan for the Sudan;
- finalize and edit policy/strategy/position papers and action plans and prepare programme-related information for specific donors, upon request and in collaboration with the ERCU and field staff, consultants and counterparts;
- contribute, in full collaboration with the ERCU staff, to raise awareness on priority issues, to include development of a communications strategy, producing and disseminating public information materials to ensure that FAO's role and achievements in humanitarian assistance are adequately reflected;
- attend, when appropriate and when requested, relevant interagency and coordination meetings and assist in the organization of FAO's monthly Food Security and Livelihood Sector's Coordination Meetings in Khartoum (drafting agenda and disseminating minutes);
- visit field offices and liaise with field office staff and implementing partners on the ground and provide training to ERCU field staff on advocacy and visibility issues, helping improve reporting from the field, familiarize staff with the TCE reporting guidelines and streamline the information dissemination process;
- from an information and reporting standpoint, assist the FAO office in the Sudan to consolidate information generated from ERCUs north/south;
- support, when requested, the Senior Emergency and Rehabilitation Coordinator and Deputy Emergency Coordinators to liaise and collaborate with agency and implementing organization counterparts and assist in the preparation and finalization of FAO and interagency missions and assessment reports;
- perform other related duties as required.

Essential Requirements

- University degree in communications, social sciences (specializing in social communications), journalism or closely related fields;
- Minimum five years relevant professional experience in the field of communications/Information and reporting, including in emergency operations in the field and headquarters level with FAO or other sister UN agencies;
- Knowledge of FAO's work in emergency and rehabilitation assistance and familiarity with TCE's reporting guidelines would be an advantage;
- Excellent English written and verbal communication skills for various audiences, limited Arabic would be advantageous as well as good diplomatic skills, ability to communicate ideas, manage information and provide guidance and training to both international and national staff

Duty Station: Khartoum, with travel around northern Sudan

Deadline for applications: **29 June 2009**

Duration: Six months with possibility of extension

Possible Enter on Duty: As soon as possible

Send application to: VA-CONS-SUD-09-TCES@fao.org

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