



Issued on: 13 May 2014

Deadline For Application: 10 June 2014

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POSITION TITLE:	<b>Communication Officer</b>	GRADE LEVEL:	<b>P-2</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Internet and Internal Communication Branch (OCCI)</b>	DURATION:	<b>Fixed Term: 2 years</b>
	<b>Office for Corporate Communication (OCC)</b>	POST NUMBER:	<b>2004201</b>
		CCOG CODE:	<b>1.A.08</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
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 Communication Officer reports a Senior Communication Officer, Internet and Internal Communication Branch (OCCI)

### Technical Focus

- Internet and Internal Communication, web publishing, social media and channels

### Key Results

- The provision of internet and internal communication

### Key Functions

- processes, coordinates arrangements, and delivers services;
- researches and analyzes communication policy and service delivery issues, maintains operational statistics, and prepares related reports;
- contributes to the development of information and training materials and coordinates and assists in the presentation of information/ training sessions to management and staff;
- provides information and advice to management and staff;
- participates on project teams and work groups;
- performs other duties.

### Specific Functions

- reviews and maintains of FAO web page in liaison with technical offices, ensuring the consistency, timeliness, accuracy and appropriateness of information, and coordinates the alignment of the relevant language versions;
- prepares text for general audiences about events, programmes and activities of the Organization for publication; prepares content for posting on FAO's corporate social media channels;
- identifies new content for distribution via FAO.org and corporate social media channels in collaboration with decentralized offices, departments and Strategic Objective coordination teams;
- supports the development and implementation of corporate web policies, standards and guidelines for web publishing, in line with FAO's corporate communication policy;
- responds to queries regarding content published in FAO web page and informs the audience about the main activities carried out by FAO.

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### Candidates will be assessed against the following

#### Minimum Requirements

- University degree in in communication, social science, journalism, political science or a related field
- Three years of relevant experience in communication, web publishing and/or social media networks
- 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 Relationship
- Knowledge Sharing and Continuous Improvement

## Technical/Functional Skills

- Extent and relevance of experience in the field of web publishing and social media networks as well as in editing communication, promotional or technical materials;
- Excellent communication skills in English, both orally and in writing;
- Proven ability to translate complex and technical communications to a wide and varied audience, in a simple and concise manner;
- 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 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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**All candidates should possess computer/word processing skills**

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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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### 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/>

FAO IS A NON-SMOKING ENVIRONMENT