



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST: Communications specialist

Contract duration: 3 months (probation) + 8 months

Vacancy No. IRC3967

Deadline for Applications: 10 April 2017

Tasks and responsibilities:

Under the general supervision of OED Director, the day to day supervision of the Knowledge Management and Evaluation Officer, the functional supervision of OCC (for all the different functions) and in close collaboration with the OED evaluation teams (in particular with the communications and information management team), the consultant will be primarily responsible for :

1. Coordination of editorial and translation work;
2. Final quality assurance and production coordination of publications and communication material;
3. OED website maintenance and editorial development, including social media related aspects in close collaboration with OCCI;
4. Internal corporate events on evaluations such as evaluation workshops and debriefings;
5. Organization of webinars and internal working groups;
6. Facilitation of internal knowledge sharing, documenting good practices and other evaluation related learning.
7. Monitoring and adjustments (new components) of the OED Communication Plan;
8. External media relations and media support to evaluation managers.

For all the above areas of work, the consultant will refer to OCC responsible officers to ensure alignment and contributions to FAO communication strategy and requirements. The consultant will also support the responsible OED KM officer in coordination and quality assurance for activities led by others. In particular, the consultant will support:

1. Video production and dissemination work (in close liaison with OCC);
2. Organization of external events;
3. Networking and joint initiatives with Communications function of UN Evaluation Offices and UNEG;
4. Dissemination strategies for individual evaluations;
5. Management Information Systems work;
6. Maintenance of the Roster of Evaluation Consultants.

Candidates should meet the following requirements:

Minimum Requirements

- **High proficiency in English –oral and written**
- **High proficiency (oral and written) in another UN language. Knowledge of a third is a plus**
- **Experience in communications– (experience in evaluation and/or food and nutrition security and agriculture reports editing is a plus). Experience in communication strategies for teams, functions and events will be a plus.**
- **Media experience is a plus**
- **Familiarity with graphic design, advanced skills in formatting and programmes for graphics, visuals and presentations, video production**
- **Strong organizational and management skills.**

- **Excellent networking skills**
- **Team player, facilitator and innovator**

Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: iRecruitment@fao.org