



Issued on: 24 December 2014

Deadline For Application: 21 January 2015

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

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

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;

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.

Candidates will be assessed against the following

Minimum Requirements

- Advanced University degree in communication, social science, journalism, political science or a related field (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- 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
- Working knowledge English, both orally and in writing is considered a strong asset
- 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

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
 - Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
 - Your application will be screened based on the information provided in your iRecruitment online profile (see “How to Apply”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
 - Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
 - Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
 - Candidates may be requested to provide performance assessments.
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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/rootindex.asp>

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 a letter of motivation to the online profile.

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

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