



**Food and Agriculture Organization of the United Nations**  
**PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2653**

**Issued on: 5 November 2014**

**Deadline For Application: 3 December 2014**

<b>POSITION TITLE:</b>	<b>Communication Officer (Web Coordinator)</b>	<b>GRADE LEVEL:</b>	<b>P-4</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Internet and Internal Communication Branch (OCCI)</b>	<b>DURATION:</b>	<b>Fixed term: two years</b>
	<b>Office for Corporate Communication (OCC)</b>	<b>POST NUMBER:</b>	<b>0127124</b>
		<b>CCOG CODE:</b>	<b>1.A.08</b>

**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 to the Senior Communication Officer, Internet and Internal Communication Branch (OCCI)

### Technical Focus

- Internet and Internal Communication, web publishing

### Key Results

- Comprehensive communication and media relations expertise for the planning and delivery of OCC programmes, products and services and the development of related policies and specialized tools and systems

### Key Functions

- leads projects and/or work teams, leads and/or participates on Office teams, provides services and/or professional expertise on Organization-wide committees and working groups and represents FAO at inter-agency meetings;
- plans and deliver programmes, products and services including related policies, systems and tools to facilitate the effective media relations and internal as well as external corporate communication;
- analyzes information, data, statistics, relativities, trends, problems, and/or issues to support effective communication delivery, new initiatives, and the preparation of plans, strategies, reports, policies and/or other products;
- provides specialist advice and expertise to internal and external partners on specific or complex cases, strategic communication, written communication, policy interpretation issues, and/or best practices, etc.;
- manages special projects and provides guidance to consultants for the development and implementation of new products, tools, and systems;
- develops information, training materials and products to increase understanding of programmes, services and policies, promote capacity development;
- develops relevant performance criteria and indicators to evaluate programmes, products and services;
- performs other duties as required.

### Specific functions

- coordinates FAO.org corporate webpages, ensuring language coverage as per the Organization's policy, including supervising the preparation of content for the FAO.org corporate webpages in coordination with technical department, decentralized offices and strategic objective coordination teams;
- leads the development of new and specialized sections and webpages of FAO.org ensuring that content is updated frequently and in accordance with the policies of the Organization;
- Implements FAO's corporate policy for web publishing, archiving and digital preservation;
- analyses feedback received from external audiences and recommends appropriate actions to ensure the continuous improvement and updating of FAO.org corporate webpages

### Candidates will be assessed against the following

#### Minimum Requirements

- Advanced university degree in communication, social science, political science or a technical field related to the work of the Organization
- Seven 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 Russian, Arabic or Chinese

#### Competencies

- Results Focus

- Teamwork
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement
- Leading, engaging and empowering others

### Technical/Functional Skills

- Extent and relevance of experience communication, web publishing and/or social media networks
- Depth of knowledge on web publishing techniques, including direct experience with content management systems (CMS)
- Extent and relevance of experience on the management of multilingual websites
- Work experience in more than one area of work, particularly in field positions is desirable
- Working knowledge of English and other FAO languages is considered a strong asset

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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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### ADDITIONAL INFORMATION

- 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.

### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, visit the International Civil Service Commission (ICSC) website: <http://icsc.un.org/rootindex.asp>

### HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-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)

**FAO IS A NON-SMOKING ENVIRONMENT**

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