



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N^o: LOW/002/2017

Issued on: 13 November 2017

Deadline For Application: 30 November 2017

JOB TITLE:	Communication Consultant	GRADE LEVEL:	
ORGANIZATIONAL UNIT:	LIAISON OFFICE FOR NORTH AMERICA (LOW)	DUTY STATION:	Washington, DC
		DURATION:	6 Months Consultancy
		POST NUMBER:	

Organizational Setting

The FAOLOW (Liaison Office for North America) advises and assists in the development and implementation of FAO policies and programmes by facilitating communication and cooperation between FAO and the North American Governments and the public, and between FAO and the international and inter-American organizations based in Washington. It serves as focal point for FAO relations with these institutions and organizations

Main Purpose

Under the direct supervision of the Director of the Liaison Office for North America (FAOLOW), and the functional supervision of the Director, Office for Corporate Communication (OCC), and in close coordination with other partners, the consultant will:

Key Functions/Results

- Prepare and implement an integrated communications plan, in consultation with OCC – which includes outreach to media, national and international institutions, civil society and the private sector – designed to raise awareness of FAO cooperation among the general public in the USA and Canada, among US legislators and Canadian Parliamentarians, and decision-makers, policy-makers and staff of both the US and Canadian governments;
- Maintain and update FAOLOW's contact database and e-mail marketing software for external communications;
- Produce the monthly FAOLOW newsletter;
- Review and update the FAOLOW website (in close collaboration with OCC), and produce news material for the FAOLOW website that will be shared through social media;
- Draft, edit, adapt and/or distribute FAO web stories, blogs, press releases, news features, newsletter, Op-Eds, etc., to national and international media;
- Respond to media requests and proactively engage with media outlets, pitching stories and exploring opportunities for interviews of FAO experts;
- Monitor print, broadcast and on-line media coverage of FAO and regularly report on issues of importance to FAOLOW and to the Organization as a whole;
- Liaise with OCC to ensure LOW gives/receives support needed for active and efficient communication, including for distribution of relevant FAO publications in FAO events and other relevant occasions;
- Plan/implement web and social media communications activities for events FAO organizes and/or supports;
- Cover and report, as needed, on meetings related to FAO cooperation with the US and Canadian governments, as well as other key stakeholders in North America;
- Participate in public relations activities involving FAO, the US and/or Canadian government (s) and other UN entities, and development actors;
- Support FAO's efforts to highlight key events and dates, such as World Food Day, in close coordination with the Outreach and Promotions Branch (OCCO);
- Perform other duties as requested by the Director, FAOLOW.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

- University Degree in Communication, Journalism or in a field related to the activities of the Organization; equivalent experience in media/journalism may be accepted in lieu of academic qualifications;
- Five years of relevant experience in journalism or public information;
- Working knowledge of English, and limited knowledge of another FAO official language.

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment.

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

Applicants must have a valid work permit for the United States.

Please email a cover letter and resume to:

VA-0001-LOW@FAO.ORG

DEADLINE: 30 November 2017

No phone calls, please.

Only shortlisted candidates will be contacted.