



Issued on: **5 FEBRUARY 2020**
Deadline For Application: **19 February, 2020**

JOB TITLE: Communication Specialist

LOCATION: FAO REPRESENTATION IN LIBERIA

ORGANIZATIONAL UNIT: FRLIR

TYPE OF CONTRACT: NPP
DUTY STATION: Monrovia, Liberia
DURATION: 10 months (with possibility of extension subject to availability of funds)

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

Qualified female applicants and qualified nationals are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.

Organizational Setting

The post is typically located in the Office of the FAO Representation in Liberia of the Food and Agriculture Organization of the United Nations.

Main Purpose

The Communication Specialist is responsible for all corporate and internal communication activities of the Organization and shall ensure 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.

Technical Focus

Ensure the development and implementation of the country communication strategy.

Reporting Lines

Under the overall direction of the FAO Representative, and Technical Supervision of Assistant FAO Representative for Programme, the Communication Specialist will provide strategic direction and communication support to enhance visibility of FAO's programme in Liberia. In regular consultation and coordination with the communication focal points of the Regional Office for Africa, Office of Corporate Communications, and the Sub-regional Office of West Africa, the consultant will ensure the development and implementation of the country communication strategy. Activities and output under the strategies will be coordinated in coherence with the organizational/corporate communication policy and operational guidelines. The candidate will perform the following tasks:

Tasks and Responsibilities

- Develop and implement country specific communication strategy by identifying stakeholders, goals, objectives and timelines and consulting with thematic and technical teams.
- Comply with the FAO corporate and regional communication strategies and closely coordinate plans and activities with the Regional Communication Officer.
- Develop communication plans for specific activities and target key messages tailored to certain audience (including donors, beneficiaries, partners, and the public), and disseminate information efficiently and effectively.
- Coordinate, produce and disseminate communication and advocacy materials, including brochures, human interest stories, posters and other visibility products in close coordination with focal points in RAF and in observance of corporate and branding guidelines.
- Develop a media database and partnerships with media organizations and journalists; interact and pitch stories of interest; organize media field visits.

- Coordinate media engagement during events and missions and collect visual and audio footage for both publication and archiving of events and missions.
- Create policy briefs and other strategic communication publications.
- Draft press releases and talking points; organize press conferences; prepare media kits; provide information to querying journalists; manage flagship FAO events (e.g., World Food Day, project launches, workshops, etc.).
- Cover high-level and high-visibility events; ensure media coverage and disseminate live information to highlight messages.
- Produce content for online and social media channels such as the website, Flickr, Twitter, etc. Write and edit web posts and ensure content is interesting and visually appealing. Increase FAO Liberia's social media engagement and feature stories that will appeal to audience.
- Work closely and train colleagues as communication champions and how to deal with the media by providing key messages and basic tips on media engagement.
- Participate and represent FAO in inter-agency communication meetings (UN Communication Group) and ensure FAO representation and participation in UN events.
- Monitor communication plans and address gaps to improve effectiveness and quality.
- Coordinate production of stories from the field such as documentaries and photo essays; this includes drafting TORs for production team, writing script, conducting interviews, managing vendors, arranging logistics, etc.
- Perform other related duties as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Master's Degree in Communication, Journalism or a related field;
- Minimum of 5-10 years of experience in Corporate Communications, Public Information, Journalism, International Relations
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.
- Candidates should be nationals of Liberia;

FAO Core Competencies

- Results Focus.
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent and relevance of experience in coordinating and managing complex multimedia communication, especially in areas relevant to FAO's mandate
- Extent and relevance of experience in publishing policies and processes and of key issues and developments affecting technical and scientific publishing
- Demonstrated ability to project positive corporate images, reporting on key achievements and effectively advocating vision and priorities to internal and external stakeholders

Selection Criteria

- Knowledge in corporate communications, public information, journalism, international relations or closely related fields
- Independent worker and excellent skills working as part of a team;
- English proficiency in writing; expertise in preparing high quality print and digital publications and products.
- Very high skills/knowledge of background related to the ToR's Requirements
- Experience with UN, and other International Organizations would be an asset

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

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org

- Applications received after the closing date will not be accepted.
 - Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
 - For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>
-

HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from the recruitment portal 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

FAO IS A NON-SMOKING ENVIRONMENT