



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant/PSA (NSHR)

Job Title	Communication Consultant (PSA)		
Division/Department	FAOLON		
Location	New York, USA		
Expected Start Date of Assignment	January 2017	Duration:	6 months (with possibility of extension)
Reports to	Name: Carla Mucavi	Title:	Director, FAOLON
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED			
<p>Under the direct supervision of the Director, FAO Liaison Office to the United Nations (FAOLON), and under the functional guidance of the Director, Office for Corporate Communication (OCC), the Communication Consultant will:</p> <ul style="list-style-type: none">• Draft, edit, adapt and/or distribute FAO webstories, quarterly newsletters, Opinion-Editorials etc. to DPI, national and international media,• Maintain close working relationship with: DPI/UN; communication teams of UN System entities present in New York, Member States and others as necessary; and key media representatives, in particular in New York,• Respond to media requests and proactively engage with media DPI and media outlets, pitching stories, and exploring opportunities for interviews of FAO experts.• Liaise with OCC to ensure LON gives/receives support needed for active and efficient communication, including for distribution of relevant publications in FAO events and other occasions;• Plan/implement web and social media communication activities for events FAO organizes and/or supports (World Food Day, Decade of Action on Nutrition etc.);• Identify and prepare for distribution to Member States, FAO communication products of interest to the debates that take place in the United Nations• Manage @FAONewYork Twitter account• Support updating of FAO LON website• Cover and report, as needed, on meetings related to UN/FAO communication and/or with public information/advocacy components, including DPI meetings and Briefings of UN Secretary General Spokesperson,• Maintain a chart of activities organized by LON and/or which LON participates in• Support communication related activities of the FAO Liaison Office for North America as needed; and• Perform other duties as required.			
KEY PERFORMANCE INDICATORS			
Expected Outputs:	Required Completion Date:		
<ul style="list-style-type: none">• Web stories and newsletters published and distributed• Media requests responded;• FAOLON website is updated• Reports on meetings covered• Increase in number of Twitter followers• Log of activities undertaken during consultancy	<ul style="list-style-type: none">• Publication within 24 hours of activity• Case-by-case deadlines• Regularly• Reports within 72 hours of meeting• To be reviewed monthly• End of consultancy period		
REQUIRED COMPETENCIES			
<ul style="list-style-type: none">• 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;• Three years of relevant experience in journalism, public information, including UN-related communication;• Fluency in English, working knowledge of another official language is desirable			

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HOW TO APPLY			
Send Curriculum Vitae to LON-REGISTRY@UN.ORG			