

Vacancy Announcement

Vacancy announcement No.	10/24/P
Date of issue:	13 August 2010
Deadline for applications:	12 September 2010
Position Title:	Communications Officer
Organizational Unit:	Communications Division (COM)
Level:	P-3
CCOG Code:	1.A.08
Duty station:	Rome
Date of entry on duty:	As soon as possible
Duration of assignment	2-year fixed term (subject to renewal)

The International Fund for Agricultural Development (IFAD) works with poor rural people to enable them to grow and sell more food, increase their incomes, and determine the direction of their own lives. Since 1978, IFAD has invested over US\$12 billion in grants and low-interest loans to developing countries, empowering some 370 million people to break out of poverty. IFAD is an international financial institution and a specialized UN agency based in Rome – the UN’s food and agricultural hub. It is a unique partnership of 165 members from the Organization of the Petroleum Exporting Countries (OPEC), other developing countries and the Organisation for Economic Co-operation and Development (OECD).

Functional Statement

The Communications Division’s work covers the wide gamut of internal and external communications, including: event planning and coordination; media relations; writing and publications; graphic design and photography; radio, television and video production; web and electronic media; distribution; and information and knowledge management.

The Communications Officer is part of a multi-disciplinary team of media professionals who plan, research and produce a variety of print and multi-media products designed to raise global awareness of rural poverty and promote an informed understanding of IFAD’s work.

The Communications Officer will be employed in IFAD’s Communications Division. Under the direct supervision of the Chief, Media Relations and External Communications, the incumbent will provide the following communications related services:

Duties and Responsibilities

- Develop media strategies and communications plans in line with the organization’s corporate communications strategy;
- Draft key press and communications products for media and broader communications and advocacy events, including key publication launches. Produce background materials, such as media talking points for senior management;
- Provide communications support to key programmes and initiatives to raise IFAD’s international profile and promote the organization’s work globally and regionally;
- Support IFAD staff on media outreach and use of communications tools in accordance with corporate priorities and key messages;
- Increase media coverage and understanding of IFAD’s work by building strong relationships with core international journalists (print, broadcast and new media) globally; ensure that the division’s database remains updated with key media contacts;

- Organize press conferences, interviews, report launches and other initiatives to promote investment in agriculture as key to achieving food security and enhance IFAD's profile as an institution mandated to help small farmers and their families overcome poverty;
- Keep international media informed about IFAD's ongoing work and brief them on the most recent findings on rural poverty, agriculture and food security issues;
- Identify key audiences in donor countries, and provide them with information on IFAD's work across the globe, encouraging them to highlight agriculture and rural development issues at national, regional and international fora;
- Carry out communications needs assessments.
- Perform other related tasks as required.

Qualifications and Experience

- University Degree in Communications, Journalism or related discipline.
- At least 5 years of relevant professional experience in media relations; public relations advocacy or information; or communications field and extensive contacts, particularly among the media, prior experience in the media at the international level is an asset.
- Strong writing and analytical skills.
- Good knowledge of UN system would be an asset.

Required Technical / Functional Competencies

Results-oriented performer: You are able to analyze agriculture and rural development issues and develop and implement communications plans to obtain evidence based results. You have strong and progressively responsible professional experience in applying state-of-the-art communications practices. You have proven ability to conceptualize and manage complex communications operations. You demonstrated good judgement and ability to work independently.

Planning and Organizing: You are able to operate under tight time constraints, prioritize critical activities, plan and organize the work in order to achieve set objectives in a timely manner, seeking and accepting guidance where necessary.

Communicating and networking: You have good verbal communication and negotiation skills and are able to write concisely and logically; courtesy, tact, respect and a positive attitude; you are also an excellent networker with a strong cross cultural sensitivity who interacts effectively at cross-divisional and intra-departmental level as well as with external peers.

Working in a team: You are also an excellent team worker, who understands team purpose, establish harmonious working relationships in a multicultural environment and identifies own role in the team and works effectively and synergizes with colleagues and external partners

Communication

- Ability to speak and write clearly and compellingly in English;
- Working knowledge of another IFAD official language (French, Spanish, or Arabic) is highly desirable.
- Ability to analyze audiences
- Basic capability in using standard Microsoft Office software applications.

Other information

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and they may be assigned by him/her to any of the activities of IFAD, including field assignments and/or rotation within IFAD.

IFAD reserves the right to appoint a candidate at a lower level than that advertised commensurate with experience and knowledge.

Interested candidates are requested to apply by **completing IFAD's Personal History Form (PHF) in English**. A separate CV may be attached if you so desire, only as a supplement and not a substitute to the PHF. The PHF is available on the web-site <http://www.ifad.org>. The applications need to be addressed to the Human Resources Division, Via Paolo di Dono 44, 00142 Rome, Italy, Fax +39-06-5043463, Email vacancy@ifad.org. and must clearly indicate the Vacancy Number and position title. **Any application received by IFAD after the closing date or not fulfilling the above-indicated requirements, will not be considered.**

In the interest of making most cost effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful.

Candidates may be required to take a written test and to deliver a presentation as well as participate in interviews.