

# Job Title: Communication Associate FT G6 VA082-2017

## POSTING DATES

From 10 July 2017 to 24 July 2017

## CONTRACT DURATION & TYPE

Type: Fixed term contract.

Duration: One year.

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:** At least five years of progressively responsible experience in all the following:

- Professional photography and videography;
- Knowledge of editing videos and ability to produce a video news release in house;
- Knowledge of media landscape and media contacts to handle media requests;
- Ability to write stories to highlight WFP operations

**Language:** Fluency in both oral and written communication in English and Arabic.

## ORGANIZATIONAL CONTEXT

These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) and Country Offices (COs), and report to a Communications Officer.

Job holders at this level demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis.

## JOB PURPOSE

To provide research and specialised communications services that support the creation of content and services aimed at maintaining and enhancing WFP's visibility and reputation and supporting fundraising activities.

## KEY ACCOUNTABILITIES (not all-inclusive)

1. Perform specialised communications processes and activities, to support staff in the development, preparation, execution and dissemination of campaigns for target audiences.
2. Conduct research, suggest ideas, and provide coordination support to ensure the timely and effective delivery of video/film, photographic and radio projects. Manage the storage and distribution of audio/visual materials in accordance with relevant policies.
3. Serve as an information focal point, support and/or coordinate media coverage of events to optimise publicity of WFP's activities.
4. Organise and execute special events, working closely with colleagues, external partners and media, to ensure events are effectively scheduled, publicised and attended.
5. Monitor traditional and social media, and report relevant information to senior staff to inform the development and/or evaluation of communications activities and strategies.
6. Under guidance, prepare content for use on traditional and social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages.
7. Distribute and promote communications guidelines for WFP staff to refer to when creating content.
8. Manage updates and further develop internal records and databases, ensuring information is accurate, organised and available for others to access.

9. Respond to specialised queries and requests for support, using initiative and following standard processes, to ensure timely and accurate resolution of all enquiries.
10. Maintain relationships with internal and external stakeholders, in order to provide an aligned, coherent service, and to identify opportunities to collaborate/integrate processes and activities.
11. Implement improvements to communications methods and practices, to contribute to a better flow of information about WFP's work to the media and stakeholders.

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- Has demonstrated a sound understanding of WFP communication techniques and activities and awareness of the socio-political context in which WFP operates through day to day work
- Has provided ad-hoc guidance to new staff members

## **TERMS AND CONDITIONS**

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- *Female candidates are strongly encouraged to apply.*

## **HOW TO APPLY**

### **WFP Candidates**

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=58766&company=C0000168410P&username=>

### **External Candidates**

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=58766&company=C0000168410P&username=>