

**GCP/PAK/115/EC**  
**Terms of reference**

Post Name: Communication Officer  
No. of Posts: 01  
Duty Station: Islamabad  
Qualification: University Degree  
Experience: Minimum 5 years

Under the overall supervision of the Representative, Food and Agriculture Organization (FAO) of the United Nations in Pakistan and under the direct supervision and guidance of the Project Manager, the **Communication Officer** will be responsible to perform the following tasks and duties, but not limited, under the project GCP/PAK/115/EC-Food Facility.

1. Develop and implement the project's communication strategy, mechanisms and action plans with clear targets and indicators that will serve to increase the project's exposure.
2. Provide day to day reporting on the status of project implementation and analysis of programme activities.
3. Based on input from the project staff, produce high quality and easy to read monthly, quarterly and yearly project progress reports for the donors, FAO programme management and other stakeholders.
4. Edit, format and adapt form and content of all project documentation into a standard set of highly attractive, profile enhancing, easy to read, concise and accurate documents with high quality analysis.
5. Coordinate and produce newsletters, brochures, fact-sheets, project publications, draft correspondence, videos/audios and other relevant materials.
6. Together with the project staff, lead editorial and planning meetings for project publications, and liaise with external advertising, design and printing contractors.
7. Review and give inputs for any publication, books and other relevant materials.
8. Develop, manage and improve website content, gaining input from other project staff as necessary. Develop content for FAO website and innovative approaches to using the web, broadcast, multi-media and new electronic technologies.
9. Support project staff in organizing and managing seminars, workshops, press conferences and field visits as required.
10. Provide support to the FAO Senior Emergency Coordinator for making impressive and effective presentations.
11. Intensify and maintain a steady flow of information on FAO/ Projects to HQ, partners, donors and media
12. Assure proper flows of information between Islamabad and the field to ensure that all the project staff is kept abreast of project activities.
13. Report relevant livelihood related news items and events that take place outside of FAO.
14. Participate to coordination meetings and brief FAO staff about decisions and items under discussion during those meetings as well as consolidate and report information to other relevant UN agencies about FAO livelihood activities.
15. Perform other duties as required by the Project Manager that may involve other aspects of programme work.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.