

Communication Officers (Writers) (P-3)

Based in Rome, IFAD is a specialized agency of the United Nations dedicated to eradicating poverty and hunger in developing countries. Its mandate is to *enable the rural poor to overcome poverty*. IFAD is currently recruiting two Communication Officers (Writers) for the Communications Division, External Affairs Department.

Duties and responsibilities

Under the supervision of the Manager of Editorial Services and the general direction of the Director of Communications, the incumbents will:

- Conceptualize, write and edit high-profile communication materials for a wide variety of audiences and in a wide variety of formats, including speeches, the annual report, editorials, press releases, fact sheets, feature articles, exhibit text, presentations, web texts and video scripts and edit, revise and rewrite texts as assigned
- Research, propose and refine messages and content and convert ideas into clear and compelling written material in plain language style
- Build supportive relationships within and without IFAD to ensure accurate and attractive delivery of content
- Provide consultation in communication planning and knowledge management for complex institutional and inter-agency initiatives and other duties as assigned

Education and experience

University degree in journalism or communication. Minimum of five years' relevant professional experience as a writer, in highly disciplined and demanding communication environments, preferably with experience in the media as well as in public information and communication.

Technical / Functional Competencies

Extremely strong, articulate writing and editing skills. Self-starter with an impressive portfolio of written material. Ability to express clearly and concisely ideas and concepts in written and oral form, in plain language. Strong organizational skills to ensure proper follow-up. Openness to feedback and on-going self development. Ability to work well in team environments. Willingness and ability to be flexible and to shift gears depending on changing priorities and deadlines. Demonstrated ability to work well under pressure.

Communication

Full command of English with excellent written communication skills. Knowledge of one or more of the other IFAD languages an advantage.

Appointment against this assignment does not carry any expectation of automatic renewal or conversion to any other type of appointment.

For further information, please visit www.ifad.org. Closing date: 26 June 2006.

Applications from women are particularly encouraged.