



**Communications and Reporting Specialist (OSRO/INS/301/USA)**

**NPP 7**

Under the overall supervision of the FAO Representative in Indonesia (FAOR) and technical supervision of the FAO Land Management Officer of NRL/RAP (Lead Technical Officer (LTO)) and direct supervision of the FAO National Project Manager, close collaboration with provincial officials of the Assessment Institute for Agriculture Technology (BPTP) and Department of Extension Co-ordination (BAKORLUH/NTB and BKPP/NTT) of the Ministry of Agriculture's Indonesia Agency for Agricultural Research and Development (IAARD) and other project counterparts, FAO's civil society implementing partners (e.g. ACTED, Donders Foundation and YMTM and the Universities of Mataram (UoM) and Nusa Cendana (UoNC)), and assisted by project staff (i.e. short and long-term international and national consultants recruited by FAO), the Consultant will take responsibility for managing the Project's management information system for reporting and implementing the Project's media and advocacy strategy for promoting conservation agriculture. In this context, the Consultant will be responsible for the following tasks under this assignment:

- Design, oversee and co-ordinate the Project's management information system to satisfy the reporting requirements of the FAO Representation in Indonesia, FAO/RAP, Ministry of Agriculture and USAID/OFDA according to standard formats for reporting (e.g. quarterly and annual project progress reports).
- Collate information from FAO international and national consultants in a timely manner and assist the FAO national Project Manager and FAO international Assistant Project Manager to prepare quarterly and annual project progress reports.
- Provide support to PMU for the development and implementation a media and advocacy strategy for the Project and strategic and technical advice on advocacy and media matters with regard to conservation agriculture.
- Collate relevant information and assist the FAO National Project Manager and Assistant Project Manager to prepare quality press releases, communiques, brochures and posters promoting conservation agriculture in NTB and NTT Provinces.
- Oversee the preparation of project videos, video clips and radio programmes promoting conservation agriculture in NTB and NTT Provinces.
- Provide FAO communications staff in the FAO Representation in Indonesia, Jakarta with information requested in an efficient and timely manner – with approval of the FAO national Project Manager or Assistant Project Manager.
- Take records and produce minutes of Project Steering Committee meetings, PMU and technical meetings organised by FAO international and national consultants and official meetings with government counterpart agencies and civil society implementing partners – and assist PMU members with any required follow-up action.
- Perform other related duties as required by the FAOR in Indonesia and FAO National Project Manager

Expected output

- Draft quarterly project progress reports and work plans (*for compilation by the National Project Manager and international Assistant Project Manager*); including updated Project's Result's Matrix :- **September and December 2015 and 20 March 2016**
- Regular publicity materials on the Project's success stories – **as required**
- Brochures, leaflets, charts, manuals and other training materials and technical reports on conservation agriculture in NTB and NTT Provinces – **as required**
- Video promoting “conservation agriculture” in NTB and NTT Provinces- **15 March 2016**
- Minutes of PSC, PMU and other meetings- **as required**

### Academic Qualification

- A university degree in social sciences or public relations and post-graduate qualifications in information technology, communications or journalism (or related technical disciplines). The Communications and Reporting Specialist should be familiar with should possess strong skills and sound judgment in tracking and monitoring media, key message development, strategic positioning and issue management and possess strong communication, team building and computing skills (word processing and spreadsheets) and be fluent in spoken and written English and Bahasa Indonesian.

### Technical Competencies and Experience Requirements:

- A minimum of five years of relevant experience and technical work within the context of multi-disciplinary teams of donor-funded agricultural or rural development projects based on the promotion of new technologies and practices through participatory extension and information transfer methodologies and farmers' learning processes. The Communications and Reporting Specialist should demonstrate a preciseness and accuracy in the preparation of his/her materials and present eloquently to large and small audiences of experts, farmers, etc when required.

### Duty station:

- Project Management Unit (PMU), Kupang, NTT Province; ; with field visits to Lombok Island, NTB Province and Sumba Island and Kupang, Malaka and Timur Tengah Utara Districts of NTT Province

### Duration:

- 3 months initial contract with possibility of extension depends on performance and availability of funds.

### **GENERAL NOTE TO ALL APPLICANTS:**

**Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:**

**E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)**

**Submission DEADLINE: 27<sup>th</sup> August 2015**

**FAO regrets to inform applicants that only short-listed candidates will be contacted.**