

TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

JOB TITLE:	Consultant (Communications)
TYPE OF CONTRACT:	Regular CST
UNIT/DIVISION:	WFP Japan Office
DUTY STATION (City, Country):	Tokyo/Japan (The incumbent must already live within commuting distance of WFP Japan Office.)
DURATION:	From 24 April to 31 December 2017 (with possibility of extension)

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

Reporting line: 1st supervisor: Communications Officer, 2nd supervisor: Officer-in-Charge, WFP Japan Office

Purpose: To support the Office's communications activities as described below

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Work on WFP media/advocacy campaigns;
2. Organize media interviews and press events;
3. Assist in the correct addressing of media queries;
4. Follow up on requests for information from media and donors;
5. Prepare briefing papers and talking points as required;
6. Produce information and audiovisual materials, brochures and other documentation;
7. Translate press releases, web stories and other public documents;
8. Actively contribute to the maintenance of the WFP website and social media channels;
9. Keep accurate records of media activities;
10. Produce reports on WFP communications activities as required;
11. Perform other related duties as required.

DELIVERABLES AT THE END OF THE CONTRACT:

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QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Advanced university degree or university degree with experience and advanced training/courses in one or more of the following disciplines: journalism, international relations, communications or other relevant fields, or relevant professional experience.

Experience: About 3 to 5 years of work experience in communications or related fields.

Knowledge & Skills: Experience utilising computers, including word processing, spreadsheet and other software packages.

Languages: Excellent knowledge of English and Japanese (Level C).
