



INTERNATIONAL COCOA ORGANIZATION

JOB DESCRIPTION FOR THE POST OF INFORMATION AND MEDIA OFFICER

OFFICE OF THE EXECUTIVE DIRECTOR

A. Title

Information and Media Officer

B. Grade

P-1/P-2 on the United Nations salary scale

C. Contract

A full-time contract which, with satisfactory performance, will become permanent after five years. The probationary period will be for one year.

D. Purpose of post

- a. To promote the activities of the Organization through the preparation of publications, presentations and through relations with the Press;
- b. To operate the ICCO website and maintain relations with external contacts;
- c. To maintain a specialized research-oriented library and information system on cocoa;

E. Major duties and responsibilities

- a. To compile news on the Organization and gather information on cocoa-related matters for placing on the website;
- b. To draft press releases and to maintain contacts with the national and international press;
- c. To assist in drafting and updating the ICCO brochure, Annual Report and other promotional publications;
- d. To deal with Frequently Asked Questions on the website;
- e. To acquire and process new material for the library collection;
- f. To handle and file all material received in the library;
- g. To assist ICCO staff, delegates and external visitors to the library;
- h. To perform any other duties as assigned by the Executive Director.

F. Qualifications and experience required

- a. An advanced degree of a recognised university or post-graduate diploma in Information Studies/media with a minimum of 2 years' post-graduate experience;
- b. Experience in handling inputs in and out of websites is essential;
- c. Excellent knowledge of Microsoft Office software packages;
- d. Full command of oral and written English including experience in drafting of documents. Working knowledge of French, Spanish and/or Russian would be considered an advantage.