



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2562-FIP

Issued on: **24 June 2011**

Deadline For Application: **23 July 2011**

POSITION TITLE:	Fishery Information Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Fisheries and Aquaculture Statistics and Information Service, FIPS	DURATION *:	C
	Fisheries and Aquaculture Policy and Economics Division, FIP	POST CODE/N°:	1014161
	Fisheries and Aquaculture Department, FI	CCOG CODE:	1A05

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, FIPS, and the technical supervision of the Fishery Information Officer (Editor-in-Chief of ASFA), the incumbent will be responsible for the preparation of FAO's bibliographic input for inclusion in the Aquatic Sciences and Fisheries Abstracts (ASFA) bibliographic database. In particular, the incumbent will:

- select from scientific/technical literature information relevant to the subject scope of ASFA;
- complete, using the www-ISIS-ASFA data entry software, the ASFA record with indexing terms e.g. subject categories/subject, taxonomic and geographic indexing terms; prepare an abstract in English for each record as appropriate and/or edit existing records to conform to the ASFA style;
- carry out final quality control of records for direct submission to the ASFA Publishing Partner;
- validate input submitted by newly trained ASFA Partners for FAO's evaluation: check that indexing terms and abstracts have been prepared according to the ASFA input methodology and provide feedback to Partners when discrepancies occur;
- participate in the development and maintenance of the ASFIS Reference Series Publications and assist in the coordination and/or implementation of updates/amendments to publications in the ASFIS Reference Series and in the production of new Guidelines and Manuals related to the data entry software when required;
- contribute to the development and maintenance of the ASFA data input software through testing and maintenance of the Help desk;
- contribute to the preparation of materials for and participate in carrying out training of ASFA Partners in input methodology;
- participate in the preparation for and organization of the Annual ASFA Advisory Board Meetings;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Biology, Aquatic Sciences or Fisheries
- Three years of relevant experience in use of documentation/scientific information systems, including editing experience
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in abstracting and indexing and demonstrated ability to write clear, concise summaries of complex scientific/technical material
- Extent and relevance of working experience with scientific bibliographic databases and/or information systems (submitting and retrieving information) and depth of knowledge of the techniques used in the operation of computer-oriented scientific information services.
- Extent of knowledge of the CDS-ISIS application www-ISIS-ASFA software, or other similar bibliographic database management system
- Demonstrated initiative, high sense of responsibility and ability to plan and organize work, delivering quality results and meeting deadlines
- Quality of both oral and written communication skills in English
- Extent of language skills

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:

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Chief, FIPS
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Fax No: +39 06 57052476
E-mail: VA-2562-FIP@fao.org

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