



<b>POSITION TITLE:</b>	<b>Forestry Officer</b> (Knowledge/Information Management and Dissemination )	<b>GRADE LEVEL:</b>	<b>P-2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Forest Assessment, Management &amp; Conservation Division (FOM)</b> <b>National Forest Monitoring and Assessment (NFMA)</b> Forestry Department (FO)	<b>DUTY STATION:</b>	<b>Rome</b>
		<b>DURATION *:</b>	<b>12 months (with possible extension)</b>
		<b>POST CODE/N°:</b>	<b>Unidentified</b>
		<b>CCOG CODE:</b>	<b>1.H.06</b>

**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 Principal Officer, FOM, the direct supervision of the team leader, NFMA, and in collaboration with relevant technical units, the incumbent will support production, management and sharing of knowledge and information related to NFMA's activities. In particular, the incumbent will:

- Contribute to developing a strategy and overall framework for NFMA Knowledge Management-Dissemination and oversee its implementation;
- Provide technical guidance and assistance in the development of regional and national capacity for exchange of knowledge and information between stakeholders;
- Organize training sessions on knowledge sharing methods and tools; provide support to participants during and after these sessions;
- Organize and facilitate workshops, Share Fairs, and related events to promote NFMA knowledge sharing approaches;
- Provide advice in the field of Web publishing regarding quality criteria, information architecture, usability, content strategy, and social media;
- Keep updated NFMA website; oversee NFMA knowledge development and dissemination
- Research, analyze and evaluate new tools for FAO's information management needs and recommend good practices for their selection and customization;
- Oversee and contribute to the production of brochures, newsletters, videos, podcasts etc.;
- Streamline the production of manuals, working papers, consultants' reports; arrange for translation, ensure link with corporate document repository;
- Promote the guidelines and tools for data dissemination and utilization by third-parties including collaboration with Knowledge Information Systems Branch (CIOK) on FAO Data Warehouse.
- Facilitate communication and networking among common practitioners;
- Assist in establishing and promoting synergies with other FO Divisions and FAO Departments on themes related to Knowledge Management;
- Perform other related duties as required.

**MINIMUM REQUIREMENTS**

Candidates should meet the following:

- University Degree in Forestry or related field.
- Three years of relevant experience in the field of Forestry with focus on National Forest Inventories and experience in knowledge management, information sharing and networking
- 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 knowledge management, information sharing and networking
- Extent of experience in HTML/related standards and software/tools related to web and desktop publishing
- Relevance of experience in face to face meeting facilitation and Virtual Facilitation with experience in the use of Adobe Connect and Go to meeting or similar tools.
- Extent of experience in National Forest Monitoring and Assessment in developing countries
- Quality of both oral and written communication skills
- Level of knowledge of the production of information materials, policy briefs, etc.

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: **V.A FOM-765-12-PRJ**

Director, FOM  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Fax No: +39 06 5755137  
E-mail:VA-765-12-PRJ-FOM@fao.org

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