



Issued on: 13 June 2013

Deadline For Application: 04 July 2013

POSITION TITLE:	<b>Knowledge and Information Management Officer (Team Leader)</b>	GRADE LEVEL:	<b>P-3</b>
ORGANIZATIONAL UNIT:	<b>FAO Somalia</b>	DUTY STATION:	<b>Nairobi, Kenya with possible relocation to Mogadishu, Somalia, depending on security situation</b>
		DURATION *:	<b>12 months renewable</b>
		POST CODE/N <sup>o</sup> :	<b>Unidentified</b>
		CCOG CODE:	<b>1A05</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.  
The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization**

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the FAO Officer-in-Charge for Somalia, the direct supervision of the Somalia Water and Land Information Management (SWALIM) Project Chief Technical Advisor and the technical guidance of the country office Communications Officer in close consultation with the Office of Knowledge Exchange, Research and Extension (OEK) as the technical support unit, the incumbent will have the overall responsibility for SWALIM's knowledge and information management activities. Specifically s/he will:

- Coordinate the development of SWALIM Information, Communication and Knowledge Management strategy including active involvement of the stakeholders and direct feedback on its usefulness and implement it through the process of strategy dissemination, follow-up, feedback, monitoring, evaluation and review.
- Advise SWALIM and other stakeholders to apply available water and land resources information efficiently to solving practical resource management problems that affect the Somali people by stakeholders and decision-makers through a well-established knowledge and information management system.
- Oversee the preparation, production and dissemination of SWALIM knowledge materials (briefs, user guides, application guidelines, training manuals, technical features, etc) and work with SWALIM technical staff to ensure that they are of high quality, easy to use and friendly to users.
- Engage in active marketing, promotion and support of SWALIM information products and services to users including UN agencies, international and local NGOs, academic Institutions and community based organizations.
- Respond to the knowledge, information and capacity development needs of Somali institutions and support research, innovation, extension and learning.
- Contribute to the improvement and further development of SWALIM services and products (data, info, knowledge materials, etc) to meet the changing and new needs of information users and stakeholders.
- Supervise and further develop the FAO SWALIM Client Service Platform including Website, SWALIM Data and Document Repository, open data access services such as digital library, Geo-network and resource centres and implement the policy for SWALIM's applied information services following international standards for data quality, ease-of-access and metadata.
- Enhance SWALIM collaboration with partner organisations, promoting data sharing, developing key messages on SWALIM's products, responding to client requests for on-demand information services, and making regular presentations to stakeholders.
- Assist the Chief Technical Advisor in developing the strategic direction of the programme, including conceptual frameworks, methodologies and information and communication strategies;
- Prepare regular progress reports and specific technical documents related to information and knowledge management and ensure that a back-up of all information is sent regularly to the Project Lead Technical Officer at FAO headquarters;
- Develop and manage detailed work plans and activity budgets to ensure that the activities and outputs of the information and knowledge management theme as defined in the project document are achieved on schedule and coordinate project implementation with the Chief Technical Advisor and other unit team leaders and project consultants;
- Support the preparation and organization of meetings, seminars, and workshops, attend coordination meetings as required and represent SWALIM in the information and monitoring working groups;
- Perform other related duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree (M. Sc. or equivalent) in an area related to water and land resources or natural resources management, environmental science, natural sciences or related field with focus on information and knowledge management or communications.
- Five years of relevant experience in information and knowledge management programmes.
- Working knowledge on English

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent and relevance of experience in natural resources knowledge and information management systems, communication and outreach, databases and information systems.
- Strong interpersonal, communication, writing and presentation skills
- Extent of experience with complex emergencies would be a distinct advantage

- Demonstrated supervisory, managerial and coordination skills
- Demonstrated capacity to work in teams and maintain effective working relationships with national institutions, international and national NGOs, networks and agencies
- Knowledge a second official language of the Organization would be an asset.

*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**

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#### **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/>

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**For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>**

Send your application to:

**V.A FRSOM-907-13-PRJ**  
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Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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