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<b>POSITION TITLE:</b>	<b>Legal Officer (Legal database management/FAOLEX)</b>	<b>GRADE LEVEL:</b>	<b>P-3</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Office of the Legal Counsel, LEGD</b> Legal and Ethics Office, LEG	<b>DUTY STATION:</b>	<b>Rome</b>
		<b>DURATION *:</b>	<b>Fixed term : 2 years</b>
		<b>POST CODE/N°:</b>	<b>unidentified</b>
		<b>CCOG CODE:</b>	<b>1.G</b>

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**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**

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#### DUTIES AND RESPONSIBILITIES

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Under overall guidance of the Legal Counsel, the direct supervision of the Chief, Development Law Service and in collaboration with other relevant units of the Organization the incumbent will contribute to the implementation of the overall function of the Organization to collect, analyse, interpret and disseminate information relating to nutrition, food and agriculture, as set out in Article 1 of the FAO Constitution. In particular, the incumbent will:

- manage and maintain the databases of the Legal Office including FAOLEX, FISHLEX, WATERLEX, WATER TREATIES;
- maintain and publish the websites related to the respective databases using appropriate technologies and creating/modifying HTML/HTP files and Web interfaces; keep up-to-date on and test emerging technologies and recommend appropriate software and systems solutions;
- supervise the collection, validation and dissemination of legal data on natural resources management legislation, including national laws and international instruments, ensuring quality outputs and regular updates of the FAOLEX and other databases;
- advise on, coordinate and provide training in data entry and classifications into the databases and monitor output for reliability, accuracy and consistency;
- organize, administer and report on all accounting and financial data relating to the use of external services for the purposes of the management and updating of databases;
- cooperate and participate in various working groups relevant to the data-bases (e.g. the Inter-Departmental Working Group (IDWG) on Terminology, the Information Management and Technology Committee (IMTC) Sub-Committee on Information Management);
- cooperate with other agencies of the UN Common System, UNEP, UNCLOS, and other international organizations (e.g. IUCN) for the development and maintenance of the databases and the coordination of information services; undertake duty travel as may be required for this purpose;
- carry out research and provide advice to member nations on matters related to the field of natural resources legislation;
- perform other related duties as assigned.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University Degree in social/political science or law and relevant qualifications in software management or computer sciences
- Five years of relevant experience in multilingual large-scale database management/operations and legal work in international law and natural resource legislation
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent and level of knowledge and experience in legal database management/operations and legal advisory/research work, preferably in an international setting
- Excellent computer skills and ability to analyze problems and develop effective, practical solutions
- Ability to work as an effective team member
- Quality of oral and written communication skills
- Demonstrated ability to write clearly and concisely legal documents and to carry out legal analyses

*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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To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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.

**FAO IS A NON-SMOKING ENVIRONMENT**