Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT Nᵒ: IRC3349

Issued on:	**10 May 2016**
Deadline For Application:	**24 May 2016**

POSITION TITLE:	**Forestry Officer (Information and Networking)**	**GRADE LEVEL:**	**P-2**
		DUTY STATION:	**Rome, Italy**
ORGANIZATIONAL UNIT:	**Forestry Policy and Resources Division (FOA)**	**DURATION *:**	**Fixed Term: 2 years**
	Forestry Department, FO	**POST NUMBER:**	
		CCOG CODE:	**1H06**

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
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.

Organizational Setting
The Forest Policy and Resources Division leads FAO's work in promoting sustainable forest management and providing leadership on the environmental, social and economic dimensions of forestry, including its contributions to poverty reduction and food security and nutrition. It liaises with member countries, civil society and the private sector in aspects ranging from development of effective forest policies to forest conservation and management issues, and strengthens the role of forests in climate change mitigation and adaptation. The Division also collects, analyses and disseminates information on the world's forest resources and on the production, trade and consumption of wood and non-wood forest products.

The post is located in the Global Forest Resources Assessment Team

Reporting Lines
The Forestry Officer reports to the Senior Forestry Officer, Global Forestry Resources Assessment Team Leader, and will coordinate closely with the relevant OCC branches to ensure communication products/outputs comply with corporate policies and/or guidelines for communication.

Technical Focus
Global Forest Resources Assessment

Key Results
Collection and analysis of information, data and statistics and project/meeting services to support programme projects, products and services

Key Functions
- Collects and analyzes relevant technical, social, economic, environmental, institutional and technology related information, data and/or statistics to support the delivery of programme projects, products and services
- Undertakes analysis, provides technical input for plans and reports and edits/revises technical/scientific documents.
- Participates in the development of improved work methods, tools and systems
- Updates databases and web pages
- Participates on multi-disciplinary project/work teams
- Collaborates in the development of training tools and materials and the organization of workshops/seminars etc.
- Participates in the organization, conduct and follow-up of meetings, consultations and conferences, the development/production of required materials and the provision of information and assistance to partners

Specific Functions
- Produces content for the Global Forest Resources Assessment (FRA) Website;
- Prepares on-line questionnaires for the evaluation of FRA2015 and collects and analyses the feedback
- Participates in designing and implementing the FRA2020
- Assists with organization of regional, sub-regional and national level training workshops for the FRA national correspondents aiming at developing national capabilities in the fields of forest monitoring, assessment and reporting
- Reviews, validates and implements the FRA Communication and Visibility Plan, in close consultation with OCC
- Contributes to the strengthening of the FRA National Correspondent Network through a clear strategy and supportive communication tools (regular emails, news, tweets, etc.) and provides technical support to ensure timely delivery of country data and other requested information
- Supports the preparation of background material for different meetings on the Global Forest Resources Assessment (National Correspondents, Advisory Group, Capacity Building and CFRQ partners)
- Supports the preparation of FRA 2020 main products (main report, tables, etc) in all UN languages
- Designs and carries out surveys in order to better respond to information needs
- Files a monthly Report of project activities and outputs

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements
- Advanced university degree in forest resources management or a related field
- Three years of relevant experience in forest resources assessment, communication, conservation and management, or related field
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies
- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills
- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in collecting and analysing technical information and data
- Extent and relevance of knowledge and experience in related fields such as forestry, statistics and communication
- Extent and relevance of experience in the preparation, editing and revision of technical/scientific documents and in organizing meetings and workshops
- Extent and relevance of experience in field positions particularly in developing countries

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.

- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.

- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.

- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.

- Candidates may be requested to provide performance assessments.

REMUNERATION
A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at http://www.fao.org/employment/irecruitment-access/en/ and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT