



Food and Agriculture Organization of the United Nations

Vacancy Announcement No.: IRC4068

Issued on: 12 May 2017

Deadline For Application: 2 June 2017

Position Title:	Fishery Officer (Information)	Grade Level:	P-3
		Duty Station:	Italy, Rome
Organizational Unit:	Statistics and Information Team, FIASD	Duration *:	Fixed term: two years with possibility of extension
		Post Number:	0110590
		CCOG Code:	1H05

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 Fisheries and Aquaculture Policy and Resources Division (FIA) is responsible for the economic, social, institutional, governance and policy aspects of all programmes and activities related to fisheries and aquaculture and their development, with particular emphasis on human well-being, food security and poverty reduction; post-harvest utilization, marketing and trade with due regard to the protection of the environment, food security and the well-being of fishing communities; collection, compilation, validation, trend analysis and dissemination of the best available and up-to-date fishery statistics and information and for the syndication of the FAO information on all aspects of world fisheries and aquaculture. The Division also provides the Secretariat for Aquatic Sciences and Fisheries Abstracts (ASFA) Partnership.

The post is located in the Fishery Statistics and Information Branch (FIAS) and the key functions of the post are in alignment with one of FAO's comparative advantages - the collection and dissemination of global information.

Reporting Lines

The Fishery Officer reports to the Chief of FIAS and acts as direct supervisor to the P2 Fishery Information Officer and the G4 Documentation Assistant and several consultants. In addition, the Fishery Officer reports on the status of the ASFA system at annual ASFA Board meetings.xxx- ASFA Board, organize and provide Secretariat support to the ASFA Partnership.

Technical Focus

Providing the Secretariat for the Aquatic Sciences and Fisheries Abstracts (ASFA) international Partnership/network and carrying out the functions of Editor in Chief of the ASFA database products including management of FAO's contribution of bibliographic input to the ASFA database.

Key Results

Maintenance and strategic development of the ASFA Partnership, the ASFA database and the ASFA system tools, focusing on long-term sustainability.

Key Functions

- Monitors the ASFA Trust Fund, provide regular transaction reports to the ASFA Board and formulate project proposals for the Board's review and approval
- Develops and manage the ASFA system (the international network of ASFA partners, the ASFA database, authority files, tools) including the recruitment of new Partners
- Promotes strategic discussions with the ASFA Publisher, stimulating participation of ASFA Partners in view of the 4-year renewal cycle of the ASFA Publishing Agreement, covering in particular maintenance of the ASFA database and its quality assurance and also long-term sustainability of the Partnership
- Organizes and prepares technical documents and reports for the annual ASFA Board Meetings, promotes strategic discussions, oversees the development of descriptive/promotional material for ASFA and manages the information content of the ASFA website
- Oversees development/maintenance of ASFA inputting software (www-ISIS-ASFA), prepares user manuals (inputting guidelines, authority lists, FAQs etc) and organizes and assists in conducting training courses in ASFA input methodology (citations, abstracting and indexing)
- Oversees the validation of input by ASFA Partners to ensure quality assurance and provision of technical assistance and Identify, briefs and screens potential new ASFA Partners institutes.
- Oversees project initiatives to increase the distribution of ASFA information products to developing countries

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in Biology, Aquatic Sciences, and /or Library-Information Sciences with specialization in areas of particular reference to the field of aquatic sciences
- Five years of relevant experience in the development, maintenance and/or use of documentation/scientific information systems in the field of fisheries and aquaculture
- 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

- Experience in working with scientific bibliographic databases (e.g. ASFA) and/or scientific information systems, including indexing and retrieval
- Knowledge of techniques and procedures used in the operation of computer-oriented scientific information services and/or bibliographic database management software, such as www-ISIS-ASFA (ASFA input software)
- Familiarity with global trends in information management and policies including metadata policies and procedures which may be relevant to ASFA and its further development
- Ability to write reports and prepare documents for executive boards
- Quality of written reports in English'

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
- 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

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