



Issued on: 15 September 2017

Deadline For Application: 15 October 2017

**JOB TITLE:** Legal Record & Information Specialists

**TYPE OF CONTRACT:** Consultant or PSA

**DUTY STATION:** FAO Headquarters in Rome, FAO  
Decentralised Office or home-  
based

**ORGANIZATIONAL UNIT:** LEGN

**DURATION:** will depend upon the specific role

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*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

**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.**

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## Organizational Setting

The Legal Office of FAO ensures that the activities of the Organization are carried out in accordance with the Constitution of FAO and the other Basic Texts of the Organization, in a manner consistent with its status as an inter-governmental organization of the United Nations system, and that its relationships with governments, organizations and individuals are on a sound legal basis.

The Development Law Service of the Legal Office (LEGN) provides legal advisory services to governments on food and agriculture and natural resources (including land, water, fisheries and aquaculture, plants, animals, food, forestry, wildlife and environment and biodiversity), as well as general agricultural issues (institutions, trade, economic reform).

In addition to providing technical assistance, LEGN is active in expanding upon FAO's mandate to collect, analyse, interpret and disseminate information relating to nutrition, food and agriculture. LEGN periodically publishes its series of Legal Studies and Legal Papers and continually updates its FAOLEX database and associated thematic collections. A key tool in the dissemination of legislative information, FAOLEX is a free, online library of national and regional legislation, policies and international agreements on food, agriculture and renewable natural resources from around the world. Legal and policy texts are collected, indexed, summarized and categorized by jurisdiction, type of text, bibliographic elements, subject matter and controlled vocabularies.

LEGN wishes to develop a roster of suitable candidates to support the update, management, and development of the FAOLEX database and associated collections. This call for expressions of interest is for the purpose of identifying suitably qualified candidates who may be invited to undertake short-term assignments ranging in length from a few days or weeks to a maximum of 11 months. This call is aimed at legal information specialists with various levels of experience and expertise in the areas of development law, information management, and document management systems to fit one of the two profiles described below. Given FAOLEX's global scope, linguistic diversity and multi-lingual skills are also important selection criteria. The consultant/subscriber may be located at the Organization's headquarters in Rome (Italy), at one of the Organization's decentralized offices, or be home based.

Applicants who have responded to earlier calls for expressions of interest issued by LEGN are advised to resubmit their applications if they wish to be considered under the present call.

Notwithstanding this call for expressions of interest, individual Vacancy Announcements may be issued for specific assignments where this is deemed appropriate.

## Reporting Lines

The consultant/subscriber reports to the Senior Legal Officer (Chief) LEGN, in close collaboration with the Legal Officer (FAOLEX).

## Technical Focus

Collection, analysis, interpretation and dissemination of legal and policy information relating to nutrition, food, agriculture and natural resource management.

## Tasks and responsibilities

The tasks and responsibilities of each selected candidate will be defined in the Terms of Reference for the specific assignments depending on their level of experience, expertise and language skills.

### Profiles

**1) Senior Legal Records & Information Specialists** provide comprehensive programme support in the update, management and development of the FAOLEX database and thematic collections, involving technical supervision, training and mentoring, independent project assignments and representing FAOLEX in interactions/meetings with internal and external stakeholders. Their assigned tasks and responsibilities would normally include several of the following elements:

- Conduct data quality assessments and oversight, ensuring the reliability, accuracy and consistency of FAOLEX records and adherence to internal data-entry requirements, standards and controlled vocabularies;
- Supervise the performance of others, ensuring projects and assignments meet established time and cost parameters and standards of technical quality and providing clear direction and regular monitoring and feedback on performance;

- Document and analyse internal business processes and change requirements, capturing best practices, lessons learned and change management issues, contributing to improvements in internal processes, database configurations and online user experience;
- Provide technical and subject matter expertise for activities associated with metadata management, including updating of the FAOLEX glossary and tagging new terms to the relevant records of the existing collection;
- Train and mentor more junior consultants on systems, methodologies, and Development Law subject matter considerations;
- Liaise with internal and external stakeholders for purposes of outreach, training, capacity building and collaborations;
- Undertake legal research, preparing legal notes, reports and online digests and profiles;
- Provide technical expertise or advice in the identification, development and implementation of new thematic collections and databases, including concept notes, definition of user requirements, data structure, data-entry templates and guidance notes;
- Troubleshooting systems, and testing and debugging new FAOLEX functionalities.

2) **Legal Records & Information Specialists** perform data entry, processing, research and filing of a variety of legal and policy documents performed in an automated work environment, relative autonomy and adherence to standard operating procedures. Their assigned tasks and responsibilities will normally include several of the following elements:

- Research and review a variety of information sources to identify appropriate legislation and policy documents for inclusion in the FAOLEX collections;
- Analyse the content of the material to identify and select the more relevant concepts, map these concepts to the FAOLEX controlled vocabulary, and write abstracts of the content of materials;
- Identify and index bibliographic elements of items added to the FAOLEX collections according to online data-entry templates;
- Review older FAOLEX legislation to verify metadata accuracy and legal status;
- Undertake legal research, preparing legal notes, reports and online digests and profiles;
- Provide technical and subject matter support for activities associated with metadata management, including updating of the FAOLEX glossary and tagging new terms to the relevant records of the existing collection;
- Assist in the creation and support of thematic databases and other new information tools and solutions.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in law or in another field together with at least two years of relevant experience. In some cases substantive experience may replace the requirement for a university degree.
- Work experience: **Senior Legal Records & Information Specialists**: At least five years of relevant legal information management work. **Legal Records & Information Specialists**: At least one year of relevant legal information work experience.
- Working knowledge of English, French or Spanish. Knowledge of diverse languages and multilingual skills is an asset.

### Technical/Functional Skills

- Analytical skills as demonstrated through research and analysis of a range of legal issues relating to sustainable development, relevant technical fields and the strategic programmes of the Organization;
- Demonstrated capacity to collect, analyse, and input data in a database in an efficient and competent manner, even under time pressure and shifting priorities;
- Experience in legal information management and data quality assurance. Knowledge of taxonomy management is an asset.
- Experience in database management solutions/software, including designing and preparing reports, creating complex queries for data extraction based on user needs, analysing business requirements to improve processes, tools and services;
- Effective organizational skills to supervise, organize, and evaluate the work of a team.

### FAO Core Competencies

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

### Selection criteria

- Extent of knowledge of legal issues relating to sustainable development, relevant technical fields and the strategic programmes of the Organization;
- Ability to carry out legal research and analysis;

- Extent of experience supporting and managing legal information data and systems;
- Extent of skills working with and querying information management systems and databases;
- Extent of language skills – knowledge of diverse languages and multilingual skills is an asset.
- Quality of writing skills

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

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#### **ADDITIONAL INFORMATION**

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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#### **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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**