Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT Nº: IRC4885

Issued on: 17 October 2017

Deadline For Application: 31 October 2017

JOB TITLE:	Knowledge management specialist (librarian)	**TYPE OF CONTRACT:**	Consultant/PSA (Category C)
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	OCCP, FAO LIBRARY & ARCHIVES	**DURATION:**	11 months (renewable)

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.

Organizational Setting

The Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

The David Lubin Memorial Library is part of the Publication unit within Office of Corporate Communication (OCCP). It is the Library's mandate to meet the information needs of FAO staff and constituents of the member countries, providing comprehensive and relevant information resources in digital and print format, high quality metadata for dissemination of FAO outputs and efficient and timely services to support the research and projects carried out by the Organization on food security, climate change, nutrition, sustainability and related topics.

Reporting Lines

The Consultant will report directly to the Officer-in-Charge of the David Lubin Memorial Library (DLML)

Technical Focus

The librarian will design, develop and implement knowledge management strategies supporting access to information and content delivery. The librarian will lead outreach efforts to FAO staff, developing communication programs in the web, library publishing and training.

Tasks and responsibilities

- Developing and implementing literature search strategies in relevant databases like WoS or CABAbstracts, and providing maintenance and technical support for Endnote
- Develops a communication strategy in support of the library goals with website posts, newsletters and exhibitions
- Respond to in-depth information requests from FAO staff and external users
- Provides technical expertise with the integrated library system KOHA, leading its upgrades, enhancements and interoperability with other content software like Agrovoc as well as worldwide to better disseminate FAO content
- Write knowledge content for library publications , and prepare presentations for senior management in technical divisions to support library resources and research activities

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Library Science or Library and Information Science
- At least 5 years of relevant experience in knowledge management within a UN organization setting
- Demonstrated experience in informational retrieval concepts, enterprise search, faceted searching and XML
- Expert knowledge of one or more specialist library system, KOHA in particular
- Experience in preparing and publishing web content using a variety of web publishing frameworks
- Strong writing and editing skills
- For consultants, working knowledge (Level C) of English, French and Spanish and limited knowledge (Level B) of either Arabic, Chinese or Russian.
- For PSAs, working knowledge (Level C) of one of FAO's official languages. Level B of another official language is desirable.

FAO Core Competencies

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

Technical/Functional Skills
- Demonstrated instruction and presentation skills.
- Demonstrated experience in developing, modifying, proofreading, preparing, and publishing web content and layouts for the library based on the strategic goals of the library
- Knowledge of library metadata standards such as MARC21, AACR2 and RDA
- Knowledge of HTML, web standards and link open data

Selection Criteria
- Extent and relevance of experience in working in an international environment
- Able to operate effectively in a team, contributing positively to team operations and working relationships
- Ability to demonstrate initiative and innovation and to complete projects effectively
- Ability to acquire new technological skills & resolve problems in a resourceful and timely manner

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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.*

ADDITIONAL INFORMATION
- 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
- 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/

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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