



Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4889

Issued on: 17 October 2017

Deadline For Application: 31 October 2017

JOB TITLE: Document Technician

TYPE OF CONTRACT: 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 PSA will report directly to the Officer-in-Charge of the David Lubin Memorial Library (DLML)

Technical Focus

The document technician will manage the FAO publications lifecycle in the library to better retrieve and disseminate FAO content to FAO staff and stakeholders.

Tasks and responsibilities

- Ensure that all FAO documents, projects, reports, series, monographs are processed accurately and disseminated on a timely basis;
- Instruct OCC staff on how to manage the collection of FAO publications as well as its historical assets for filing and retrieval in the David Lubin Memorial Library using faceted search and library tools;
- Maintain a variety of complex FAO records in the integrated library system KOHA and electronically stored as required;
- Perform collection maintenance of FAO publications as well as the historical collections from IIA and CIS.
- Perform cataloguing tasks of FAO publications to support the metadata input;
- Work on the collection maintenance of the non-FAO publications, serials and monographs, according to the library's classification systems and specialized collection arrangements
- Perform digitization functions of historical collections of FAO publications
- Provide assistant in document delivery, FAO Reproduction and Reference services that includes retrieval, shelving as well as research in the library ILS KOHA

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Library Science or equivalent or technical specialization in document management/conservation
- Three years of relevant experience in manipulating FAO documents
- Demonstrated experience in using KOHA ILS is required
- Extent and relevance of experience with various systems of classification and indexing like UDC, AGROVOC and AGRIS
- Excellent knowledge of computer office applications, in particular MS Office Excel, Adobe Acrobat Professional and PaperPort
- 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

- Mastery of FAO projects and reports management
- Ability to work with digital files in various formats.
- Experience of library operations in the technical services, specifically with document delivery and reproduction

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

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/iemployment-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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