



Issued on: **20.07.07**

Deadline For Application: **20.08.07**

POSITION TITLE:	System Support Assistant (GFCM)	GRADE:	G-5
LOCATION:	Rome	DURATION:	Fixed Term: 3 years (renewable)
ORGANIZATIONAL UNIT:	General Fisheries Commission for the Mediterranean (GFCM)	POST NUMBER:	N/Unidentified
	International Institutions & Liaison Service, FIEL	OCC CODE:	2A05

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Executive Secretary and the Deputy Executive Secretary, of the General Fisheries Commission for the Mediterranean (GFCM) and the direct supervision of the Bio-Statistician, will provide technical support to GFCM's Information Systems planning, designing, development and maintenance activities. In particular will:

- Participate in the identification and design of GFCM IT requirements specifications and in development of software packages related to the establishment of the GFCM regional databases and information systems;
- Set up and maintain the GFCM IT system including networking, backup routines and general computer server maintenance, with the assistance of external contractors as required;
- Collaborate in the design of applications systems and develop routines for the processing of data and production of results according to pre-defined formats of the Commission and the Scientific Advisory Committee;
- Assist in the compilation of datasets and the generation of statistics and statistical reports to be used in the scientific and management processes of the Commission;
- Participate in the development of software related to the improvement and maintenance of the GFCM website including portals for data uploading, data browsing and access facilities to statistical reports;
- Maintain electronic records of the GFCM Regional Codification System;
- Assist in the data exchange and validation processes, together with the development of appropriate software interfaces to receive data from GFCM Contracting Parties through electronic web facilities;
- Assist in the preparation and running of basic training courses as required in order to achieve standardization and align national capabilities to the regional IT technical competence;
- Ensure periodical tests during software development and produce IT system documentation;
- Interact with the FAO/GFCM Mediterranean Regional Projects in systems development initiatives for the harmonised development of national and regional databases and information systems;
- Participate in technical meetings of the GFCM related to fisheries statistics, databases and information systems;
- Perform other related duties as required.

*** PROMOTION TO THE POST IS FOR DURATION OF ASSIGNMENT ONLY**

QUALIFICATIONS – ESSENTIAL

Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications

Education: Secondary School Education

Experience: Four years of experience in the field of information technology including, Data Warehouse systems, website development and data manipulation.

Language: Working knowledge (Level C) of English, French or Spanish and a limited knowledge (Level B) of one of the other two

Other: Thorough knowledge of the Organization's standard hardware and software packages, including knowledge of Oracle Database and / or SQL-Server 2000 / 2005, and/or Javascript, ASP.NET 1.1/2.0. Initiative and resourcefulness to work with minimum of supervision and as a member of a team. Good analytical ability and understanding of information and data management issues; ability to write clear and concise reports and proposals. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

QUALIFICATIONS – DESIRABLE

Knowledge of other common programming languages such as HTML, DHTML, XML, Access and Crystal Report. Experience in setting up and maintaining computer networks. Experience in development of fisheries or aquaculture databases

External candidates are invited to submit their applications in duplicate, quoting the vacancy announcement number on the FAO Personal History form to the Organizational Development and Recruitment, AFHO, Room D-308.
Internal candidates are invited to complete ADM75 and provide 14 copies. The vacancy announcement number must be quoted on the ADM75. Applications to be submitted to the Human Resources Development Service, Team IV, Room D-312. The name of the successful candidate will be posted on the FAO Intranet and on the FAO notice board next to Room D-312. Applications received after the closing date will not be accepted unless applicants provide justification for the late submission (i.e. absence from HQ during the period of issuance of the vacancy or part thereof and the division has not yet made a submission to the GSSSC).