



POSITION TITLE:	Knowledge and Information Management Officer	GRADE LEVEL:	P-1/P-2
ORGANIZATIONAL UNIT:	Knowledge Exchange and Capacity Building Division, KCE	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed term: 3 years
		POST CODE/N°:	
		CCOG CODE:	1A05

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Branch Chief and the direct supervision of the head of the assigned work unit, the incumbent will participate in the conceptualization, design and development of internet based platforms for information organization, information retrieval, knowledge sharing, social networking or e-learning. In particular, will:

- Participate in the management of data and metadata repositories;
- Participate in the development of documentation and guidelines on standards, good practices, protocols and methodologies on information/knowledge management, and capacity building tools and materials;
- Participate in the administration, acquisition and processing of the library print and electronic collections of FAO and world information resources and of historical assets, providing subject-specific guidance to information users i.e. on individual subject areas including, *inter alia*, agriculture, fisheries and aquaculture, nutrition, statistics;
- Organize and ensure effective library user services promptly fulfilling user requests for information resources;
- Liaise with FAO technical units and other institutions for collaboration on information and knowledge sharing platforms and related standards, protocols and methodologies;
- Liaise with FAO technical units and other institutions to identify their information needs;
- Ensure streamlined electronic resource access, providing global and integrated delivery where possible;
- Participate in the compilation and updating of policy briefs and case studies of good practices on Information Knowledge Management (IKM) in food and agriculture;
- Keep up-to-date on and identify new tools and software for information and knowledge management applications, participate in their testing and implementation;
- Participate in international conferences and working groups for the further development of knowledge management services;
- Assist in the development, implementation and monitoring of the Organization's strategy on information and knowledge management/sharing;
- In collaboration with technical units and external partners, organize knowledge management related events e.g. trainings, promotional events, workshops etc.; prepare related documentation;
- Perform other related duties as required.

* **The purpose of this vacancy announcement is to form a roster of qualified candidates to fill specific vacancies as they arise in the Knowledge Exchange and Capacity Building Division**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Library Science, Information/Knowledge Management or a technical subject related to the work of the Organization
- Three years of relevant experience at the P-2 level (one year of relevant experience at the P-1 level) in knowledge and information management and library services with specialist knowledge of relevant subjects
- Working knowledge of English, French or Spanish and limited knowledge of one of the other official languages of the Organization

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of practical experience in information and knowledge systems and networks
- Extent of knowledge of information and knowledge management
- Extent of experience in selected areas in information and knowledge management (i.e. Web publishing, open archives, metadata/taxonomies/ontologies, resource description, resource discovery/reference services, social network platforms, Web2 techniques, library systems, library processes, information and knowledge management for the needs of development projects
- Experience in design and delivery of training courses for professional development in information and knowledge management
- Demonstrated ability of working in a team environment and flexibility to cope with unexpected situations
- Degree of creative thinking, initiative, and sense of responsibility
- Quality of effective oral and written communication skills

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

* **The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

Level P1/P2 carries a net salary per year (inclusive of a variable element for post adjustment) from USD 62,923/79,037 to USD 74,841/94,958 (without dependants) and from USD 66,705/84,265 to USD 79,702/101,765 (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A 2270-KCE
Mr. S. Katz, Chief, KCEW
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57054049
E-mail: VA-2270-KCE@fao.org

*This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that **FAO** staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.*

FAO IS A NON-SMOKING ENVIRONMENT