



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2597-FOD

Issued on: **29 September 2011**

Deadline For Application: **28 October 2011**

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| POSITION TITLE: | Forestry Documentation Officer | GRADE LEVEL: | P-2 |
| | | DUTY STATION: | Rome, Italy |
| ORGANIZATIONAL UNIT: | Forestry Information and Liaison Unit, FODL Office of the ADG, Forestry Department, FO | DURATION *: | Fixed term: 3 years |
| | | POST CODE/N°: | 0486485 |
| | | CCOG CODE: | 1002 |

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Senior Forestry Officer (Team Leader), FODL, and the direct supervision of the Forestry Communication and Publications Officer responsible for information products, the incumbent will:

- Contribute to the development, enhancement and updating of content for the FO Department web sites at both HQ and in Decentralized Offices.
- Participate in the preparation, editing for correctness and readability, formatting and production of technical publications and preparing them for hard copy and/or electronic publication.
- Identify, conduct research and draft web stories in support of the Department's activities.
- Organize, in collaboration with relevant units, the dissemination of both hard copy and electronic information products produced by the Department.
- Perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Forestry, Information Management, Communications or related field
- Three years of relevant experience in one or more of the following areas: design and implementation of websites/social media, information management, publication production
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in information management and communication concepts and practices, including web-based applications
- Quality of both oral and written communication skills with demonstrated ability to convey complex ideas in a clear and direct style
- Extent of knowledge of forestry concepts and principles
- Extent of experience in design and desktop publishing
- Extent of linguistic skills in the official languages of FAO: Arabic, Chinese, English, French, Russian and Spanish
- Demonstrated ability to work as an effective team member
- Demonstrated initiative and ability to deliver accurate, high quality work within tight deadlines

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

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:

V.A **2597-FOD**
Sr. Forestry Officer (Team Leader), FODL
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57052151
E-mail: VA-2597-FOD@fao.org

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.

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