



Issued on: 18 January 2013

Deadline For Application: 15 February 2013

POSITION TITLE:	<b>FISHERY INFORMATION OFFICER</b>	GRADE LEVEL:	<b>P-2</b>
		DUTY STATION:	<b>Rome</b>
ORGANIZATIONAL UNIT:	<b>Fisheries and Aquaculture Statistics and Information Service, FIPS</b>	DURATION *:	<b>2 years</b>
	Fisheries and Aquaculture Policy and Economics Division, FIP	POST CODE/N <sup>o</sup> :	<b>1014161</b>
	Fisheries and Aquaculture Department, FI	CCOG CODE:	<b>1A05</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply  
All applications will be treated with the strictest confidence**

#### DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, FIPS, and the technical supervision of the Fishery Information Officer (Editor-in-Chief of ASFA), the incumbent will be responsible for the preparation of FAO's bibliographic input for inclusion in the Aquatic Sciences and Fisheries Abstracts (ASFA) bibliographic database. In particular, the incumbent will:

- select from scientific/technical literature information relevant to the subject scope of ASFA;
- complete, using the www-ISIS-ASFA data entry software, the ASFA record with indexing terms e.g. subject categories/subject, taxonomic and geographic indexing terms; prepare an abstract in English for each record as appropriate and/or edit existing records to conform to the ASFA style;
- carry out final quality control of records for direct submission to the ASFA Publishing Partner;
- validate input submitted by newly trained ASFA Partners for FAO's evaluation: check that indexing terms and abstracts have been prepared according to the ASFA input methodology and provide feedback to Partners when discrepancies occur;
- participate in the development and maintenance of the ASFIS Reference Series Publications and assist in the coordination and/or implementation of updates/amendments to publications in the ASFIS Reference Series and in the production of new Guidelines and Manuals related to the data entry software when required;
- contribute to the development and maintenance of the ASFA data input software through testing and maintenance of the Help desk;
- contribute to the preparation of materials for and participate in carrying out the training of ASFA Partners in input methodology;
- participate in the preparation for and organization of the Annual ASFA Advisory Board Meetings;
- perform other related duties as required.

**\* This Vacancy Announcement cancels and supersedes Vacancy Announcement No. 2562-FIP. Applicants who applied to VA 2562-FIP must apply to the present vacancy in iRecruitment in order to be considered.**

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University Degree in Biology, Aquatic Sciences or Fisheries and/or University Degree in Library/Information Science
- Three years of relevant experience in use of documentation/scientific information systems, including editing experience
- Working knowledge of English, French or Spanish with a limited knowledge of one of the other two or Arabic, Chinese or Russian

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent of experience in abstracting and indexing and demonstrated ability to write clear, concise summaries of complex scientific/technical material
- Extent and relevance of working with scientific bibliographic databases and/or information systems (submitting, retrieving information and provision of training) and depth of knowledge of the techniques used in the operation of computer-oriented scientific information services
- Extent of knowledge of the CDS-ISIS application www-ISIS-ASFA software, or other similar bibliographic database management system
- Demonstrated initiative, high sense of responsibility and ability to plan and organize work, delivering quality results and meeting deadlines
- Quality of both oral and written communication skills in English
- Extent of language 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

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: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

**In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.**

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**