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Job Description

2300904

Information Management Officer (Office of Emergencies and Resilience)

Posting Date : 27/Mar/2023

Closure Date : 17/Apr/2023, 11:59:00 PM

Organizational Unit: Office of Emergencies and Resilience, OER

Job Type : Staff position

Type of Requisition: Professional Project

Grade Level: P-3

Primary Location : Italy-Rome

Duration: Fixed-term: 1 year with possibility of extension

Post Number: 2009468

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device
The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

- **FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture**
- **Qualified female applicants, qualified nationals of non-and under-represented Members and persons with disabilities are encouraged to apply**
- **Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values**
- **FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination**
- **All selected candidates will undergo rigorous reference and background checks**
- **All applications will be treated with the strictest confidentiality**
- **FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.**

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

Organizational Setting

The Office of Emergencies and Resilience (OER) is responsible for ensuring FAO's efforts to support countries and partners in preparing for and effectively responding to food and agricultural threats and crises. It is responsible for coordinating the development and maintenance of corporate tools and standards to enable Decentralized Offices to assist Members to prepare for, and respond to emergencies. OER ensures humanitarian policy coordination and knowledge, liaison with the Inter-Agency Standing Committee as well as with humanitarian resource partners, co-leadership with World Food Programme of the global Food Security Cluster, organizational preparedness, surge capacity and response to large-scale emergencies. OER supports food and nutrition security assessment and early warning activities related to emergency and humanitarian analysis and responses. OER plays a major role in the development and leadership of the Organization's programme to increase the resilience of livelihoods to food and agriculture threats and crises.

The post is located in the Office of Emergencies and Resilience (OER) at FAO headquarters in Rome, Italy.

Reporting Lines

The Information Management Officer (Office of Emergencies and Resilience) will work under the general guidance of the Team Leader of the Global Programme Support (GPS) team and under direct supervision of the Senior Emergency and Rehabilitation Officer within the Innovation and Programme Development desk. He/she will work impartially with all members of the Global Programme Support (GPS) team and will serve the group as a whole.

Technical Focus

The Information Management Officer (Office of Emergencies and Resilience) supports the information management team with database management and Country Office focal points through follow-up calls to support data collection for the Livestock Investments Coordination System (LICS) and other innovative databases. The Information Management Officer (Office of Emergencies and Resilience) will support the development of information technology that stresses the role of unified communications and the integration of telecommunications and computers, as well as necessary software, data visualization, middleware, storage and audiovisual, that enable users to access, store, transmit, understand and manipulate data. This included the optimal usage of SharePoint and OneDrive across numerous countries and partners and the development of decision tools to enhance programme development with sustainable behavioural change impact.

The purpose of the incumbent role is to support functional accountability, internally contribute to information technology systems and operations and externally support collaboration and capacity building; improve the delivery of results and knowledge management; enhance business relationships with digitalization and online tools and foster innovation.

The Information Management Officer (Office of Emergencies and Resilience) role includes supporting interlinked databases and Information Management (IM) function and provide technical and operational support; enhance data governance, information collaboration, support internal and external relationships and capacity; improve results delivery in developing dashboards and automated reporting system and foster innovation.

Key Results

Planning and delivery of knowledge and information management activities.

Key Functions

- Support the overall management of Information systems, inter alia, Online Databases and dashboard and provide support to the GPS staff to enable the implementation of the LICS and the GPS team priorities, solutions and services;
- Safeguard the physical and logical security and safety of information management environment and infrastructure;
- Participate in project management and programme meetings to exercise the functional accountabilities of the information management function;
- Represent the GPS information management in relevant fora;
- Stay abreast of information management trends, developments and best practices through professional development;
- Promote the use of collaboration tools for knowledge management, capacity building and preserving institutional memory;
- Promote creativity and innovative thinking to re-engineer work processes and make the best use of technology within and outside the GPS.

Specific Functions

- Contribute to the implementation of the LICS - Project Activity Information Database (PAID) implementation within and outside FAO;
- Support the GPS Strategic Plan and ensure the inclusion of information management inputs and perspective;
- Liaise with all other OER teams to innovate and modernize office operations and to contribute to the collective information technology and digitalization evolution;
- Monitor risks and threats to information management environment or infrastructure and take appropriate action;
- Support partners to build capacity and nurture independence;
- Build and strengthen relationships with partners, i.e. government, sister United Nations agencies, International non-profit Organizations (INGOs) and Civil Society Organizations (CSOs);
- Liaise with all other OER team and technical units to share knowledge, experience; discuss opportunities and risks for the improved delivery of results;
- Evaluate innovation initiatives potential opportunities and possible risks to improve productivity, efficiency and effectiveness and share with senior management;
- Ensure exit strategies are incorporated in all innovation initiatives prior to approval.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in computer and data management science, software engineering, information technology management, business administration, or another relevant technical field
- Five years relevant professional experience in information technology management and business operations in a large international organization and/or corporation is required
- Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Certification and/or proven experience in some of these several information management and information technology competencies: Database management, Information Security, information technology Audit and Risk Management, Networks Information Security and Software Engineering and Programming;
- Work experience in more than one location or area of work, particularly in field positions, is desirable;
- Extent and relevance and extent of experience related to large database management and dashboard software, information technology tools especially Interagency One drive and Sharepoint management, Geographical Information System (GIS) and statistics;
- Extent of understanding of the functioning of the United Nations system and in particular of FAO's structure, policies and procedures related to decentralized activities is desirable.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

GENERAL INFORMATION

- FAO reserves the right not to make an appointment
- Extension of fixed term appointments is based on certification of performance and availability of funds
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

CONDITIONS OF SERVICE

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization. This includes:

- elements of family-friendly policies
- flexible working arrangements
- standards of conduct

HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills;
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered;
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: Careers@fao.org

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