

TERMS OF REFERENCE

Position Title	Online Access to Research in the Environment (OARE)– Technical Officer
Level	L 2
Duration of contract	1 year, Renewable (Subject to availability of funds)
Duty Station	Nairobi
Date of Issue	15 October 2006
Date of closure	15 November 2006
Organizational Unit	United Nations Environment Programme (UNEP)

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and a benefits package offered.

Overall responsibility

Within the cluster of the Sergio Vieira de Mello UN library, the Technical Officer will be responsible for technical support to the OARE Project (Online Access to Research in the Environment) including liaison with external partners, UNEP regional and country offices, participating country institutions, Yale University, WHO-HINARI, and FAO-AGORA administration team.

Under the supervision of the OARE Programme Manager the incumbent will contribute to OARE in the following areas:

Specific responsibilities

1. *Management of and communication with OARE end users*

Assure access for participating institutions to OARE journals and other full-text content through: processing institutional registrations, providing technical support to users, identifying user problems, managing the user database, developing new procedures as needed, liaising with partners to ensure coordination of procedures.

2. *OARE website*

Contribute to the design of the OARE website structure. Write, compile, and edit content for online dissemination in English, French and Spanish. Contribute to the management of, and ensure quality control of material posted on, the OARE website.

3. *Promotion of OARE*

Liaise with UNEP regional and country office staff to promote OARE, facilitate signature of licence agreements. Contribute to communication and promotion activities. Coordinate OARE Days, including preparation and dissemination of promotional materials. Track and report on these activities. Participate in OARE Partners Sub-Group on Promotion.

4. *OARE payments, licence agreements*

Assure renewal notices, billing and tracking payments for OARE Phase 2 participants. Prepare reports to publishers, including reporting survey results on non-participation, and status of paid subscriptions for the year. Coordinate receipt/follow-up of licence agreements.

5. *Evaluation of OARE*

Contribute to development of OARE usage statistics data warehouse. Develop and administer questionnaire, analyse responses, and report on results in partnership with Yale. Contribute to development of OARE content for annual joint HINARI/AGORA/OARE reports to stakeholders. Participate in OARE Partners Sub-Group on Evaluation.

6. *OARE/AGORA/HINARI general programme development*

Contribute to ongoing development of the joint programmes with other planning and management activities as required, including backup as required, for institution registration and user support.

Reporting arrangements

First line supervisor: **Chief, Sergio Vieira de Mello Library**

Second line supervisor: **Director, Division of Communications and Public Information, UNEP**

Education qualifications

Advanced University degree in Library/Information Sciences, Information Management Systems, or other related areas. A first level degree with a combination of relevant academic qualifications and work experience may be accepted in lieu of advanced university degree.

Work Experience

Minimum of three years of progressively responsible experience in the management of Libraries or Integrated Management Information systems.

Excellent verbal and written communication skills and problem solving skills.

Experience in management, planning and marketing of online products.

Languages

Fluency in two of the following three languages required: English, French and Spanish. Fluency in all three preferred.

UNEP offers an attractive compensation package commensurate with experience. Please send your curriculum vitae, marked "OARE Technical Officer" by **15 November 2006** to: The **Recruitment and Classification Section, Human Resources Management Service, P.O. Box 67578 (00200) Nairobi, Kenya, E-mail: Recruitment@unon.org. Fax: +254-20 762 4134**. UNEP will only be able to respond to those applications in which there is further interest. Women are strongly encouraged to apply.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.