



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant / PSA

Minimum number of years of relevant experience required: 1yr 5yrs 12+yrs

Name:		
Job Title: Project Manager		
Division/Department: CSSD		
Programme/Project Number:		
Location: Budapest, Hungary		
Expected Start Date of Assignment:	ASAP	Duration: 11 months
Reports to:	Sylvain StPierre	

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the direct overall supervision of the Chief of the Shared Service Center the applicant will lead the delivery and implementation phases of the SSC transformation project. The applicant will work closely with senior management, managing scope, schedule, resources, issues, risks and key decisions required to successfully implement the transformation scope. The applicant will participate in detailing and understanding business functions and process flows, detailed data analysis handing over recommendations and implementation plans with the business units of FAO.

This will also require working across multiple operational and technology groups internally, and working with clients externally, as well as vendors and processing utilities.

Essential Responsibilities

- Working closely with functions across FAO to define the current process, system and organizational landscape and key pain points and opportunities
- Developing and supporting business cases and strategy for senior management
- Effective communication of all change ensuring that the relevant business, operations and technology stakeholders are engaged and that all issues and risks are identified and escalated
- Developing the scope of services, deliverables, cost and support forecasting and measuring performance progress and challenges including managing budgets and timescales closely
- Formulation of project implementation charters to be handed over to the for execution
- Project Manage simultaneous project implementations through all phases of project related initiatives (Initiation, Planning, Execution, Monitor and Control, and Closure).
- Use best practice Project Management Monitor and Control methodologies.

- Build project plans and schedule resources.
- Plan, organize, lead and monitor the activities of the project team.
- Maintain overall control of the schedule, budget and scope.
- Develop Project Risk Analysis assessments.
- Ensure that project plans and work products are based on approved and agreed-upon requirements.
- Ensure that sufficient resources and funding are available for executing all project activities.
- Prepare the management deliverables (Project Plan, Project Change Requests and Project Lists); and use these deliverables to conduct the Project.
- Notify management of non-resolvable issues and submit recommendations to resolve them.
- Maintain regular contact with business units, and provide the status of project progress.
- Track the status of deliverables and any decisions made regarding Project Change Requests and outstanding issues.
- Ensure that commitments and changes to commitments resulting from the requirements are negotiated with affected groups.
- For approved Project Change Requests, update the appropriate documents and project work plan to reflect changes in requirements and commitments.
- Champion and adhere to corporate solution implementation methodology.
- Assist with development of Project Management disciplines as required.
- Maintain and support the monitoring of the Corporate IT programme and portfolio.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • Revise related projects/initiatives and provide comments as per best practices. 	<ul style="list-style-type: none"> • End of February 2017
<ul style="list-style-type: none"> • Support in the management of related projects/initiatives are delivered on the formally approved schedule and budget. 	<ul style="list-style-type: none"> • End of February 2017
<ul style="list-style-type: none"> • Perform project management functions on the SSC transformation project as per FAO guidelines and standards. 	<ul style="list-style-type: none"> • End of February 2017
<ul style="list-style-type: none"> • Ensure and manage information related to other initiatives and develop clear reporting identifying project plans, accurate budget and resource allocations. 	<ul style="list-style-type: none"> • End of February 2017
<ul style="list-style-type: none"> • Any other duties as required 	<ul style="list-style-type: none"> • End of February 2017

REQUIRED COMPETENCIES

Academic Qualifications

- Advanced university degree in Computer Science, Computer Engineering, Information Systems and Technology, Mathematics or related field.
- PRINCE2 methodology or any project management (PMP) methodology qualification.
- An exceptional track record of delivering large-scale, high value projects successfully at a country or global level

Technical Competencies and Experience Requirements

General Requirements/Experience needed:

At least five years of professional experience in project management related activities support of the full lifecycle of project management.

Requirements and skills:

- Must be organized, flexible and able to manage multiple projects simultaneously.
- Strong interpersonal, verbal communication, presentation, and technical communication skills.
- Excellent written and oral communication skills in English.
- Excellent time management skills with the ability to multi-task.
- Ability to assimilate and analyse information efficiently and effectively. Must be organized, flexible and able to manage multiple projects simultaneously.
- Strong interpersonal, verbal communication, presentation, and technical communication skills.
- Excellent written and oral communication skills in English.
- Excellent time management skills with the ability to multi-task.
- Ability to assimilate and analyse information efficiently and effectively.

Payment conditions: the daily honorarium will be paid monthly on when-actually-employed basis and will be defined depending on relevant qualifications and work experience.

Schedule of work: The incumbent will be required to work and be present on the premises during the standard office hours of the duty station (from 8.30 till 17.00 for HQ), unless otherwise agreed with the supervisor. The working time will be reported in the internal timesheet system.

How to Apply

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en>

- Once created the PPF, applicants should submit a cover letter setting out how their qualifications and experience match the requirements for the position, a PPF form and an updated CV including two references to: CIO-VA-Consultants@fao.org

- Deadline for submission of your application: March, 03rd, 2016

- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted