



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: TBD	
Job Title: Project Management Specialist (COF. INT, CAT. B)	
Division/Department: CIODD	
Programme/Project Number: IT Planning and Control service	
Location: FAO Headquarters. Rome, Italy	
Expected Start Date of Assignment: 20/06/2015	Duration: till 30/09/2015 with possibility of extension
Reports to: <i>Name:</i> Margherita Sini	<i>Title:</i> Budget Officer

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

Information Technology Division (CIO) has been implementing a new tool for the management and reporting of divisional work plan activities with the ability to configure timesheet reporting and monitoring as well as progress status and financial reports on the activities. In order to finalize configuration CIO is looking for Project Management Specialist with enhanced experience in using JIRA.

Under the direct supervision of the Budget Officer of the Information Technology Division, the incumbent for this position will be responsible for the following:

1. Contribute in the finalization of the configuration of JIRA plug-ins (Tempo, Folio and other required) in line with matrix management structure adopted by IT division;
2. Set up the mechanism to support divisional high level work plan elaboration and monitoring of implementation using JIRA;
3. Provide suggestions on the improvement of the CIO planning and reporting workflows and relevant documentation (work-packages, excel or Ms-Projects work-plans, etc.), including automation of these processes using JIRA;
4. Allow technical leaders to set up granular activities or tasks, allowing resource allocation as per matrix management model adopted by Division;
5. Set up the mechanism and workflows to allow proper work time reporting (Tempo timesheets) in line with pertinent time estimation rules applied in FAO for different types of employment;
6. Configure financial plug-ins for monitoring progress and budget;
7. Set up the needed permissions, groups, teams, folios, etc.
8. Advise on the templates, metrics and elaboration of multiple level progress reports:
 - a. progress reports for top-management (breakdown by area, sub-output and other as requested)
 - b. progress reports for technical officers (by project, team and other as requested)
 - c. reports for QA team (accordingly with their templates)
 - d. reconciliation of timesheets reports for IT Planning and Control group
 - e. financial reports at each level of organizational planning and with breakdown by different sources of funding
9. Contribute in the setup of the system content (work activities), monitoring time reporting are in-line with requested

work plan and CIO policies, fixing errors or wrong submissions if needed, in order to allow proper reporting at all levels.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
– CIO matrix management structure is replicated in JIRA	- by 30/06
– The workflows for creating a plan and reporting on it in JIRA are developed and are in place	- by 30/06
– The workflows for timesheets reporting in JIRA are developed and are in place	- by 15/07
– Progress reports templates are created at 2 levels: ○ Top-management ○ Team-leaders	- by 31/07
– Financial reports are created reflecting CIO matrix management structure; funding sources and organizational chart of accounts	- by 31/08
– Consistency and reliability of the reports are ensured	- by 30/09
REQUIRED COMPETENCIES	

Academic Qualifications

Master's Degree or Equivalent in Information Technologies with additional courses in Finance, or vice versa.

Technical Competencies and Experience Requirements

Competencies

- Job knowledge and technical expertise in JIRA as planning and reporting tool is required
- Client-oriented approach;
- Ability to get things done;
- Acts as a team player supporting team work as well as independently.

Required Skills and Experience

- At least five years' experience in IT/ programme or project management/ administration related position is required;
- Professional certification in project management methodology (preferable PRINCE2) would be in advantage;
- Excellent command of written and spoken English. Knowledge of other UN language would be desirable
- Knowledge of FAO administrative rules and procedures will be an advantage

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: **12 June 2015.**

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

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.