



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

Job Title: Information systems developer/SharePoint Developer	
Division/Department: FAO IT Division (CIODD)	
Programme/Project Number:	
Location: FAO Headquarters. Rome, Italy	
Expected Start Date of Assignment: 04/01/2016	Duration: 6 months
Reports to: Name: Giorgio Lanzarone	Title: Information Management Officer

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

The Information Systems Developer/Web developer, category "C - base level", under the direct coordination of the Collaboration and Deployment Team Leader will perform the following duties with respect to the information systems, in particular for the tasks related to the SharePoint on-demand development:

- Coordinate the SharePoint 2013 on-demand development activities to assure the highest level of performance;
- Coordinate the further customization of new SharePoint modules as requested by the technical divisions and Dos offices (intranet, people, workspace);
- Design and develop the SharePoint workspaces in support of SO teams;
- Provide support to End-Users for the customization and management of the "mysite" and SharePoint user profile;
- Coordinate the development of customized Web parts in close collaboration with customers in the FAO technical departments;
- Participate in the graphical customization of workspaces;
- Participate in the evaluation and adoption of commercial Web parts;
- Grant the highest level of IT security, as per the relevant ITsec Policies working in close collaboration with the ITsec Senior Officer and the relevant CIO teams; furthermore liaise with the relevant CIO Branch to assure a secure connection for colleagues outside FAO premises and/or in duty travel;
- Prepare technical documentation as needed;
- Perform other related duties as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • Workspaces on-demand developed as agreed with the customers and within the defined deadlines 	<ul style="list-style-type: none"> • weekly
<ul style="list-style-type: none"> • Web parts developed following best practices and IT-security rules 	<ul style="list-style-type: none"> • monthly
<ul style="list-style-type: none"> • User training scheduled as requested 	<ul style="list-style-type: none"> • weekly

<ul style="list-style-type: none"> • New Web part evaluated and installed 	<ul style="list-style-type: none"> • On-demand
<ul style="list-style-type: none"> • Timesheet reporting 	<ul style="list-style-type: none"> • Daily

REQUIRED COMPETENCIES

Academic Qualifications
 University degree in Computer Science, Information Technology, Mathematics, Statistics, Software Engineering or scientific high school degree and documented technical certifications and at least 5 year of relevant working experience in field indicated below.

Technical Competencies and Experience Requirements

General Requirements:

- Ability to work under pressure and with very strict deadlines
- Ability to assimilate and analyse information efficiently and effectively;
- Client-oriented approach;

Competencies:

- Good knowledge of FAO workspaces;
- Working knowledge of English;

Required technical knowledge, skills and experience:

- Excellent knowledge of SharePoint 2013
- Good experience of SharePoint 2013 Web part development
- Excellent knowledge of SharePoint UPS and central admin
- Advanced knowledge of JQuery
- Excellent knowledge of HTML5/CSS3
- Good experience of user requirements gathering and analysis

Desirable technical skills and experience

- Good knowledge of other programming languages
- Good Knowledge of Windows server/IIS
- Good knowledge of Microsoft SQL Server
- design pattern MVC

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 up to within a range from 160 USD to 220 USD.

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 and authorized by CIO-Director. Absences will need to be coordinated and agreed according to CIO internal rules. 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: **01/12/2015**.

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