



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST

Monitoring and Evaluation Specialist (IT division) (COF.REG, Cat. B)

Contract duration: **6 months**

Vacancy No. IRC3393

Deadline for Applications: **25 June 2016**

Tasks and responsibilities:

Under supervision of the IT Planning and Control Officer of the Information Technology Division, the incumbent will be responsible for the following:

1. Divisional Programme of Work and Budget (2016-17) (PWB) monitoring:
 - a. Analyse current divisional practices, systems, mechanisms and processes in regards to monitoring of the activities carried-out.
 - b. Suggest improvements of existing monitoring mechanisms and processes incorporating HR management and procurement management into the PWB monitoring systems and/procedures.
 - c. Ensure the above has detailed information that allows fast decision making for management in regards to resource allocation.
2. High level divisional programme health:
 - a. Analyse effectiveness of the Balanced Scorecard (BSC) process & provide recommendations for improvement.
 - b. Support establishing and optimization of BSC process.
 - c. Establish and manage comprehensive KPIs that provide effective view of performance throughout division and for each area of work.
 - d. Monitor the KPIs to ensure their relevance and usefulness.
 - e. Provide insight for quarterly BSC performance reviews, support the review process itself and the review follow-up actions.
 - f. Conduct research on industry measurement standards, benchmarking and best practice.
 - g. Raise awareness of BSC through communication, trainings, briefings, etc.
3. Reporting:
 - a. Implement processes/tools to allow IT managers to have continuous and up-to-date status reports of their work plan, budget and expenditures.
 - b. Support performance reporting processes.
 - c. Contribute in the IT portfolio management and elaboration of monthly project status reports.
 - d. Contribute in the elaboration of operational reports.
 - e. Extract and centralize information from monthly reports after their finalization from all groups for BSC performance reviews.
 - f. Prepare and facilitate monthly BSC performance reviews.
4. Develop divisional policy for implementation of adopted reporting and monitoring practices.
5. Maintain the divisional records to support the above mentioned processes.
6. Any other duties as required.

Expected Outputs:	Required Completion Date:
- Analysis of the current divisional PWB monitoring and reporting practices and effectiveness and applicability BSC (document)	Mid July 2016
- Elaboration of a plan for the improvement of the current divisional PWB monitoring and BSC process including incorporation of expenditure requests mechanism, and to allow up-to-date status reports	End July 2016
- Revised divisional PWB monitoring and BSC process is adopted and documented	End August
- KPIs for BSC are established (document)	September 2016
- Training material on the definition of KPIs in the BSC is developed	September 2016
- Extract and centralization of information from monthly reports for supporting of the reporting process	By the 5 th working day of every month (August, September, October, November, December)
- Monthly BSC performance review prepared	By the 6 th working day of every month (August, September, October, November, December)
- Produce final report on the activities performed	End of assignment
- Report working time in internal timesheet systems	Daily

Candidates should meet the following requirements:

Minimum Requirements

Academic Qualifications

Advanced university degree (Master's degree or equivalent degree) in business administration, management, economics, social sciences or a programme or project management related field.

Technical Competencies and Experience Requirements

- At least 5 years of experience in IT programme or project management, administration, or related area is required;
- Experience in planning, monitoring & evaluation or ICT or knowledge management is required;
- Ability to conduct data collection using various methods;
- Conceptual analytical and evaluative skills to conduct independent research and analysis of data;
- Strong interpersonal, verbal communication, presentation, and communication skills;
- Excellent written and oral communication skills in English;
- Excellent time management skills with the ability to multi-task;
- Ability to get things done;
- Acts as a team player supporting team work as well as independently;
- Ability to assimilate and analyze information efficiently and effectively;
- Knowledge of Result Based Management;
- Work experience in reporting within IT Service Management model and Project Management practices would be an advantage, as well as ability to do data analysis.

Selection criteria

- years of experience
- field of work and area of speciality
- education
- language
- assessments through interview

Additional Information

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 300 USD to 320 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. The working time will be reported in the internal timesheet system.

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

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

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