



Issued on: 25 August 2017

Deadline For Application: 31 August 2017

JOB TITLE: Project Manager

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: INFORMATION TECHNOLOGY DIVISION

DURATION: 11 months

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The CIO defines FAO IT policies, strategy, architecture and standards and monitors organizational compliance and the mechanisms for managing FAO's information and data, on behalf of the business owners, avoiding duplication and ensuring security.

Under the direct supervision of the Senior Information Technology Officer, IT Design and Technology, the consultant will act as Project Manager.

Technical focus

Planning, management and delivery of projects and activities to ensure that the Organization's requirements for Information Systems (IS), Information and Communications Technology (ICT) are effectively met.

Reporting Lines

The Consultant reports to the Senior Information Technology Officer, IT Design and Technology

Tasks and responsibilities

- Identifies areas for beneficial cross-areas sharing and collaboration on information systems, information technology or IT products and services by working with the CIO core teams and other Information Technology Officers;
- Leads project management of simultaneous deliverables through all phases of project related initiatives (Initiation, Planning, Execution, Monitor and Control, and Closure).
- Builds project plans and resource schedules.
- Contributes to the development of Organizational IT and IT Project Management culture and best practices.
- Contribute to the development and management of FAO IT Projects, according to the best practices defined by the organization.
- Liaises with FAO business units and relevant stakeholders on IT Project planning, development and monitoring.
- Leads the coordination and communication with all the resources involved on IT Projects under his supervision.
- Contributes to the Project Portfolio Management.
- Supports the development of Organizational responses to requests for information or proposals regarding the use of ICT in agriculture.
- Performs any other duties, as required.

Expected Outputs

- Manage related projects and initiatives, support management of related projects/initiatives are delivered on the formally approved schedule and budget.
- Perform project management functions as per CIO IT design and Technology standards as per FAO guidelines.
- Prepare Weekly / Monthly Project Status Report and well as Quarterly Status report

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 upon by supervisor. The working time will be reported in the internal timesheet system.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University Degree in Business Administration, Information & Technology Management, Computer Sciences or related discipline.
- Project Management Certification, holding a valid PMP certification.
- At least 7 years of relevant experience in IT project management and Business Analysis
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese.

FAO Core Competencies

- Results Focus.
- Teamwork.
- Communication.
- Building Effective Relationships.
- Knowledge Sharing and Continuous Improvement.

Technical/ Functional skills

- Extent and relevance of experience in roles related to Project Management and Business Analysis.
- Extent and relevance of experience of building relationships with business units.
- Experience in developing complex business cases, benefit/cost analysis, project briefs and requirements documentation related to ICT solutions.
- Number of certifications related to Project Management.
- Demonstrated ability to communicate in English, concisely in writing and verbally.
- Demonstrated ability to draft clear and concise reports in English and to communicate complex technical information to non-technical colleagues in a simple manner

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

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

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