



Issued on: 10 October 2017

Deadline For Application: 24 October 2017

JOB TITLE: IT Assets Management Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome - HQ

ORGANIZATIONAL UNIT: Information Technology Division (CIO)

DURATION: Up to 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 Information Technology Division (CIO) is responsible for all IT activities within the Organization. CIO performs on behalf of the Organization the following critical roles: defining FAO IT policies and providing strategic advice on IT architecture and standards, governance, policy and operational matters while monitoring organizational compliance; defining the mechanisms for managing FAO's information and data; protecting FAO's information assets and ensuring confidentiality, integrity and availability; ensuring provision of IT services that are core for the Organization's global operations and supporting the information and business processes; coordinating organization-wide IT activities in order to reduce duplication and fragmentation and to increase integration of information data, systems and platforms, mobilizing IT resources from across the Organization.

Reporting Lines

Under the direct supervision of the Information Technology Officer (IT Strategic Sourcing, Planning & Control group), the consultant will act as IT Assets Management Specialist performing the following functions.

Technical Focus

The incumbent will coordinate FAO IT deployment and assets service.

Tasks and responsibilities

The incumbent will:

- Advise CIO management on best practices for IT deployment and assets processes, policies and procedures
 - Lead the exercise to implement improvements in the IT deployment and assets management activities
 - Develop plans to effectively manage IT deployment requests
 - Coordinate IT Deployment and Assets team, verifying their outcomes
 - Coordinate and monitor the IT replacement exercise for FAO HQ, liaising with the relevant divisions
 - Define IT deployment service procedures and SLAs
 - Coordinate weekly meeting with IT Deployment and Assets team and the IT to check IT deployment service status;
 - Any other related duties.
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Information technology, Management, Law, social science or closely related discipline.
- Working knowledge of English and limited knowledge of one of the following, French, Spanish, Arabic, Chinese, or Russian
- At least 5 years of relevant experience in ICT management area

FAO Core Competencies

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

Technical/Functional Skills

- Extent, relevance of experience and knowledge in ICT management area
- Experience in an international/ multicultural organization is desirable
- Knowledge of FAO rules and procedures will be an advantage

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 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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