



Food and Agriculture Organization of the United Nations

## CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4792

Issued on: 10 October 2017

Deadline For Application: 24 October 2017

**JOB TITLE:** IT Communication

**TYPE OF CONTRACT:** Consultant or PSA.SBS

**DUTY STATION:** Rome

**ORGANIZATIONAL UNIT:** INFORMATION TECHNOLOGY DIVISION

**DURATION:** Up to 11 months

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*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.**

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### 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 overall supervision of the IT Division Director and the functional supervision of OCC, the incumbent is required to promote the IT Division work under corporate communication framework.

### Technical Focus

Maintain and improve the IT Division communication, acting as liaison between the IT Division teams and OCC.

### Tasks and responsibilities

- IT Division Intranet and workspace improvement: maintain, keep up to date and improve the CIO/IT Intranet as an element of communication with the users, opening the possibility for feedback when needed;
- Development of a communication plan in collaboration with and under the general guidance of OCC;
- Development and preparation of material and instruments for the communication plan under OCC guidance;
- Development, obtaining approval and publication of the FAO/CIO Handbook, based on the current Manual;
- Serving as IT Division focal point for all communication materials, messages and campaigns;
- Provide the OCC Internal Communications team with regular updates on IT activities as well as materials as appropriate for posting to the corporate intranet (inFAO).
- Any other duty as required.

All work will be undertaken in compliance with the appropriate organizational standards and procedures.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- **For Consultants:** Advanced university degree in Information Technology, or a business domain related to FAO, preferably with an IT component.  
**For PSA:** University degree or relevant educational certification in Information Technology, or a business domain related to FAO, preferably with an IT component. or closely related discipline.
- **For Consultants:** Working knowledge of English and limited knowledge of one of the following, French, Spanish, Arabic, Chinese, or Russia.  
**For PSA:** Working knowledge of English.
- Five years of relevant experience in a role including a significant amount of client interaction.

### FAO Core Competencies

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

### Technical/Functional Skills

- Work experience in more than one location or area of work is considered a strong asset.
- Familiarity with the governance of IT in the UN or other large corporate environments.
- Familiarity with IT industry current and emerging trends.
- Excellent communication, facilitation and negotiation skills.
- Ability to work with mid- and senior management levels.

### Selection Criteria

- Extent and relevance of experience working in large international organizations.
- Extent and depth of analytical, communication and negotiation skills.
- Ability to simultaneously manage multiple tasks in a rapidly changing environment.
- Demonstrated breadth of experience across multiple technical domains.

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

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### 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](mailto: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/iemployment-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](mailto:iRecruitment@fao.org)

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