



Issued on: 10 October 2017

Deadline For Application: 24 October 2017

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JOB TITLE: Programme and Contract Management Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome - HQ

ORGANIZATIONAL UNIT: Information Technology Division (CIO)

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 direct supervision of the Information Technology Officer (IT Strategic Sourcing, Planning & Control group), the consultant will act as Programme and Contract Management specialist performing the following functions.

### Technical Focus

The incumbent will support the operations, management, and coordination of the IT Strategic Sourcing, Planning & Control group of the IT Division

### Tasks and responsibilities

the incumbent will:

- Advise CIO management on best practices for IT procurement, contracts, financial and administrative processes, policies and procedures
  - Lead the exercise to implement improvements in the IT division's work flows for processing administrative actions.
  - Develop IT procurement plans and coordinate Information Technology procurement related activities for the IT division and in numerous cases globally in FAO in close collaboration with CSAP.
  - Coordinate global network and communication area connectivity expenditures; supervise the implementation of budget transfer to Decentralized Offices, update budget forecasts based on actual spending; provide reports
  - Support divisional processes to monitor the implementation of the divisional Programme of Work and Budget according to the organization's planning schedule, as well as monitoring of budget performance of the division, including budget allocation and expenditure status, in close collaboration with OSP.
  - Contribute to internal resources management, working in close collaboration with SSC.
  - Contribute to service definitions and internal process improvements.
  - Contribute to the establishment of policies for sourcing and contract related matters.
  - Perform any other duties as required.
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Management, Law, social science, international relations 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 Contracts and procurement, programme and projects management, and financial services

### 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 contract management, programme management, budgeting.
- Experience in an international/ multicultural organization is desirable
- Knowledge of FAO Procurement, Administrative and Financial Rules is desirable
- Knowledge of FAO associated tools (e.g. GRMS, iMIS, Pires) is desirable
- Training/Certification in Public Procurement (e.g. CIPS) is an asset
- Certification in Project Management PRINCE2 is an asset

### Selection Criteria

- Master in Business Administration would be an asset

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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/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](mailto:iRecruitment@fao.org)

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