



Issued on: 11 October 2017

Deadline For Application: 25 October 2017

JOB TITLE: IT Solutions Architect

TYPE OF CONTRACT: Consultant or PSA

DUTY STATION: Rome, Italy

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.

Under the coordination of the IT Design & Technology Team Leader and the direct supervision of the Information Technology Officer (IT Architecture), the consultant will act as IT Solution Architect and Business Analyst.

Reporting Lines

Under the direct supervision of the Information Technology Officer (IT Design and Architecture), the consultant will act as IT Solutions Architect performing the following functions.

Tasks and responsibilities

- Maintain relations with internal and external business stakeholders, both in HQ and DOs;
- Gather and document business requirements, processes and objectives;
- Lead in designing, planning and delivering IT solutions, aligned with the IT Strategy, Architecture Principles, Policies and Standards;
- Support the IT Architect in maintaining current and target architectures;
- Promote the use of innovative technology, maintaining continuous awareness of developments in IT;
- Prepare project proposals, including stakeholders analysis, solution design, plans and cost estimates;
- Produce diagrams and technical documentation, communicating with developers to ensure design is well understood and implemented;
- Collaborate with software development teams to assure that new system developments and upgrades follow the agreed architecture standards;
- Operate and improve the IT Solutions process: develop guidelines, templates and checklists; define/improve IT requests recording and its workflow; make sure all requests and cases are captured and recorded; support the CIO approval of new initiatives; provide guidance to FAO staff on the IT Solutions process
- Manage the flow of IT Requests through the IT Solutions process: respond to clients' questions and requests; record the requests/cases; perform initial requirements analysis; coordinate with other teams; organize meetings with stakeholders; review TORs for IT resources from other business units; gather and keep track of information on IT initiatives or projects, applications and infrastructure from FAO business units, in HQ and DOs;
- Perform business analysis for assigned cases and lead their submission to CIO approval;
- Provide architectural assessments for specific IT Requests and Projects;
- Ensure regular reporting on IT Request/Perform any other duties, as required.

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

- **For Consultants:** Advanced university degree in Computer Science, IT Engineering, Professional Software Engineer or closely related discipline.
For PSA: University degree or relevant educational certification in Computer Science, IT Engineering, Professional Software Engineer or closely related discipline.
- **For Consultants:** Working knowledge of English and limited knowledge of one of the following, French, Spanish, Arabic, Chinese, or Russian.
For PSA: Working knowledge of English.
- Extended and relevant experience in project planning and software development.
- Good knowledge in modern software architectures.
- Extent and relevance of experience in roles related to 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.

FAO Core Competencies

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

Technical/Functional Skills

- Seven years of relevant experience in information technology roles, including hands-on experience of identifying business needs and requirements.
- Leading and participating into the development of specific IT projects will be a plus.
- Demonstrated ability to interact with peers in a professional manner.
- Demonstrated ability to communicate in English, concisely in writing and verbally.
- Ability to take instructions from management and ensure follow up.
- Demonstrated ability to draft clear and concise reports in English and to communicate complex technical information to non-technical colleagues in a simple manner.

Selection Criteria

- Extent and relevance of experience in roles related to Business Analysis.
- Experience within the UN common system or another international organization is desirable
- Extent and relevance of experience of building relationships with business units.
- Extent and relevance of experience in project planning and risk analysis.
- Able to operate effectively in a team, contributing positively to team operations and working relationships.
- Sound, oral and written communication skills.
- Interview will be carried out to further evaluate the candidates.

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.
 - 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.
 - 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

FAO IS A NON-SMOKING ENVIRONMENT