



Issued on: 11 October 2017

Deadline For Application: 25 October 2017

JOB TITLE: Project Manager

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.

Reporting Lines

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

Tasks and responsibilities

- Manages the assigned programme of work, ensuring its consistency with the overall strategic vision and enterprise architecture, that it meets the Organization's priorities, and that issues resulting from interdependencies/gaps are addressed and resolved as needed;
- Negotiates Service Level Agreements for provision of IT products and/or services;
- Promotes service improvement programs and initiatives to ensure the Division is well placed to challenge the existing business needs and introduces change to create improvement opportunities;
- Monitors, audits and reports on service performance to foresee, identifies and addresses areas of risk, and ensures compliance with agreed service level expectations;
- Manages the complete ICT product, technology, system or application life cycle: (a) business needs; (b) requirements definition; (c) ICT solution options (business case and project proposal); (d) IT solution design; (e) implementation and testing; (f) deployment; (g) documentation; (h) support and maintenance, according with CIO's policy, standards, and procedures;
- Identifies, assesses and manages ICT operational risks, proposing mitigation activities and submitting ICT risk information;
- 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;
- Identifies resource requirements, develops budgets and work plans, and advocates for additional human resources.
- Project Management of simultaneous deliverables through all phases of project related initiatives (Initiation, Planning, Execution, Monitor and Control, and Closure).
- Build project plans and resource schedules.
- Contribute 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.
- Liaise with FAO business units and relevant stakeholders on IT Project planning, development and monitoring.
- Lead the coordination and communication with all the resources involved on IT Projects under his supervision.
- Contributes to the Project Portfolio Management.
- Support the development of Organizational responses to requests for information or proposals regarding the use of ICT in agriculture.
- Perform any other duties, as required.

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.
- Project Management Certification, holding a valid PMP certification.
- At least 7 years of working experience in IT project management.
- 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.

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 the development of specific IT projects.
- 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 Project Management and Business Analysis.
- Extent and relevance of experience of building relationships with business units.
- Number of certifications related to Project Management.
- 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