



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☒/PSA ☐

Minimum number of years of relevant experience required: 1yr ☒ 5yrs ☐ 12+yrs ☐

Job Title:	IT Programme Monitoring Assistant		
Division/Department:	CIO		
Programme/Project Number:	IT Planning and Control Group		
Location:	FAO Headquarters - Rome, Italy		
Expected Start Date of Assignment:	01/12/2015	Duration:	6 months with possibility of extension
Reports to:	IT Budget Officer		

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the direct supervision of the Budget Officer of the Information Technology Division, and day-to-day coordination of Finance and Programme management specialist, the incumbent for the position of IT Programme Monitoring Assistant will be responsible to achieve the objectives and implement tasks as following :

Objectives to be achieved:

1. Finalize implementation of JIRA in CIO as a tool for planning and reporting
2. Support and assess the use of JIRA as an operational management tool

Tasks

1. Planning & Reporting
 - Support divisional high level work plan elaboration and monitoring of implementation using JIRA;
 - Provide suggestions on the improvement of the CIO planning and reporting workflows and relevant documentation (work-packages, excel or Ms-Projects work-plans, etc.), including automation of these processes using JIRA;
 - Guide technical leaders in setting up granular activities or tasks, allowing resource allocation as per matrix management model adopted by Division and ensuring that the work plans are correctly reflected in Planning and monitoring tool;
 - Ensure proper work time reporting (in Tempo timesheets) in line with pertinent time estimation rules applied in FAO for different types of employment;
 - Contribute in the finalization of reports for IT related projects, initiatives and activities as requested by management;
2. Implementation
 - Contribute in the finalization and improvement of the configuration of JIRA plug-ins (Tempo, Confluence, Folio and other required) for IT planning and monitoring in line with matrix management structure adopted by IT division and changes required by management;
 - Contribute in the setup of the system content (work activities), monitoring time reporting are in-line with requested work plan and CIO policies, fixing errors or wrong submissions if needed, in order to allow proper reporting at all levels and different areas as requested by management;
 - Coordinate development and maintenance of IT planning and control group intranet page ensuring

- information is up to date;
 - Ensure proper documentation of the above processes and organization of the workspace or other tools for keeping track properly;
3. Operation
- Set up and modify needed permissions, groups, teams, folios, etc. to achieve above mentioned;
 - Maintain updated data on IT projects, initiatives and activities at divisional level with the corresponding systems (Excel sheets, JIRA);
 - Facilitate the change of workflows, processes and procedures related to the above;
 - Coordinate the elaboration of training material and guidelines documents, and provide corresponding associated workshops within the CIO Division;
4. Other related duties as requested.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Planning and control tool is configured and aligned with divisional structure and requirements to reporting	end May, 2016
IT projects projects, initiatives and activities inventory is updated on the regular basis	
Monthly IT projects projects, initiatives and activities reports are provided as requested	
IT planning and control group intranet page is designed and updated on the regular basis	
Training material prepared and updated as per need, as well as associated documentation	
Workshops are provided as per need	

REQUIRED COMPETENCIES

Academic Qualifications

University degree in Information Systems and Technologies, Business or Public Administration or other related area. A combination of university degree/ further professional certification in other area, with additional year of relevant working experience may be taken in consideration.

Technical Competencies and Experience Requirements

Competencies

- Strong interpersonal, verbal communication, presentation, and communication skills;
- Excellent written and oral communication skills in English;
- Excellent time management skills with the ability to multi-task;
- Ability to assimilate and analyse information efficiently and effectively;
- Job knowledge and technical experience in JIRA as planning and reporting tool is desirable;
- Client-oriented approach;
- Ability to get things done;
- Acts as a team player supporting team work as well as independently.

Required Skills and Experience

- At least 1 year experience in IT programme or project management/ administration related position is required;
- Professional certification in project management methodology (preferable PRINCE2) would be in advantage;
- Excellent command of written and spoken English. Knowledge of other UN language would be desirable;
- Knowledge of FAO administrative rules and procedures will be an advantage;
- Coaching skills necessary to the training, support and facilitation of change will be an advantage.

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 up to within a range from 200 USD to 250 USD.

Schedule of work: 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. The working time will be reported in the internal timesheet system.

HOW TO APPLY

- Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en>

- Once created the PPF, applicants should submit a cover letter setting out how their qualifications and experience match the requirements for the position, a PPF form and an updated CV including two references to: CIO-VA-Consultants@fao.org

- Deadline for submission of your application: **16 October 2015.**

- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted