

FAO - Performance Management System (AFHT)

Profile Description	Consultant – PEMS trainer
Duty Station	Italy- Rome
Deadline	Ongoing
Enter on duty	Duration 2 months-1 year
Send application to	Performance-Management@fao.org

Profile Requirements: PEMS Trainer

Duties and responsibilities

The consultant will, under the general supervision of the PEMS Team Manager, and in collaboration with other staff who are part of the PEMS team, assist and participate in activities related to the implementation of PEMS in particular the training component. **The consultant will mainly deliver training on:**

- **Performance Planning: In depth explanations of workplan objectives, activities and Performance Indicators and outputs and competencies.**
- **Mid Year Review**
- **Year End Review**

- The consultant will also if/when required:
 - Assist participants in preparing for the first part of the performance management cycle
 - Providing group and individual assistance to participants creating the Agreement
- Support the publishing/distributing best practice guidance and information related to PEMS;
- Provide necessary input to Training and Procedures material as required;
- Facilitate the completion of test plans and reviewing test plans for appropriateness accordingly;
- Ensure proper knowledge transfer to other team members, relative to the tasks under his/her responsibility, at the end of his assignment or as requested by his/her supervisor;
- Be responsible for the timely communication to her supervisor of any issues related to the tasks he is responsible for, submitting detailed timesheets and providing feedback periodically on progress of tasks;

Essential Requirements

- Minimum 2 years experience in training especially in the field of performance management;
- Excellent communication and team building skills;
- Effective negotiation and team skills;
- Fluency in written and spoken English;
- Effective report writing and presentation skills;
- Ability to continue to operate efficiently under pressure;

- University Degree in a related field;

Desirable Requirements

- Knowledge of other UN languages
- Experience related to creating business procedures and workflows

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