Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2561-CIO

Issued on: **15 June 2011**
Deadline For Application: **14 July 2011**

POSITION TITLE:	**Systems Coordination Specialist**	**GRADE LEVEL:**	**P-2**
		DUTY STATION:	**Rome**
ORGANIZATIONAL UNIT:	**Operations Information Systems Branch, CIOO** Chief Information Officer Division, CIO	**DURATION *:**	**Fixed Term: Three Years**
		POST CODE/N°:	**C-1020684**
		CCOG CODE:	**1A05**

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Operations Information Systems Branch, the incumbent will perform activities related to the day-to-day operations of the CIO administrative and operational programme management function. In particular will:

- perform day-to-day operations related to the management and monitoring of the programme of work, including maintaining the overall work plan and budget;
- liaise with business and information technology stakeholders to identify and record issues related to project interdependencies/ gaps;
- participate in periodic reviews of the overall programme of work, ensuring its consistency with the overall strategic vision and enterprise architecture;
- assist in the production of status reports, author documentation and prepare presentations to be utilized by the administrative and operational programme management team;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Computer Science, Information Technology, Mathematics or related field
- Three years of relevant experience in managing an information technology project portfolio utilizing established project management methodologies
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two, or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience participating in the management of an information systems project portfolio, preferably in the area of administrative applications
- Extent of experience in Service Management, Programme and Project management methodologies; knowledge of ITIL and Prince2 would be an asset
- Demonstrated ability to solve problems quickly and tactfully, exercise sound judgement and decision making
- Quality of both oral and written communication skills including ability to write clear and concise reports and proposals in English

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

**** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments***

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://icsc.un.org/

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **2561-CIO**
Chief, CIOO Branch
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57056204
E-mail: VA-2561-CIO@fao.org

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