



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2560-CIO

Issued on: 15 June 2011

Deadline For Application: 14 July 2011

POSITION TITLE:	Systems Coordination Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Operations Information Systems Branch, CIOO	DURATION *:	Fixed Term: Three Years
	Chief Information Officer Division, CIO	POST CODE/N°:	C-1076345
		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, will perform activities related to the development, implementation and operation of the CIO administrative and operational programme management function. In particular will:

- liaise with business and information technology stakeholders to gather business requirements, ensure that the programme of work meets Organizational priorities, and that issues resulting from project interdependencies/gaps are addressed and resolved as needed;
- participate in the definition of the overall programme of work, ensuring its consistency with the overall strategic vision and enterprise architecture;
- maintain the programme plan and expenditure in line with the programme of work;
- contribute to periodic reviews and updates of the strategic vision to ensure it is relevant and up-to-date;
- liaise with the CIO project management office (PMO) and other relevant CIO branches that provide input to the programme of work to ensure that the programme is in line with overall CIO direction and processes;
- produce status reports, author documentation and prepare presentations for management;
- coordinate the work of resources in 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
- Five 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 in managing a portfolio of large-scale information systems projects, preferably in the area of administrative applications
- Demonstrated ability to enable partnerships with people at all levels of an organization
- Extent of experience in developing information technology strategies in the area of information systems
- Relevance of experience in service management, programme and project management methodologies; knowledge of ITIL and Prince2 would be an asset
- Demonstrated ability to analyse complex matters, solve problems quickly and tactfully, exercise sound judgement and decision making
- Demonstrated negotiation and 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 2560-CIO
Chief, CIOO Branch
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57056204
E-mail: VA-2560-CIO@fao.org

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