



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for INTERNSHIP

Minimum number of years of relevant experience required: Applicants are not required to have professional work experience for participation in the programme, although work experience as a unix/linux system administrator is an advantage.

Job Title: Internship	
Division/Department: CIO	
Programme/Project Number:	
Location: Rome, HQ	
Expected Start Date of Assignment:	Duration: 6 month
Reports to: Deborah Fuxa	Title: Unix System Administrator

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

The Junior Unix System Administrator, Internship, under the general supervision of the “Global IT Infrastructure Group” leader will:

- Assist in the installation and configuration of Unix/Linux systems
- Assist in maintaining Unix/Linux systems, providing operational support to system tools, analysing and implementing system changes/upgrades, backups, restores and software for monitoring and performance measurement, etc.
- Assist in monitoring Unix/Linux systems such as filesystems space usage, systems failures, unscheduled halts, unavailability of application systems installed and assist in performing second and third level problem resolution and escalation
- Utilize service management tools and established procedures such as logging tickets in the service desk tool and responding within established SLAs in carrying out all work in support of the Unix/Linux systems
- Prepare, update and maintain system documentation and related technical/procedural manuals in English
- Work with vendor support contacts to resolve technical issues related to the Unix/Linux platform and assist in organizing and managing hardware repairs; and
- Perform other related duties as necessary

All work will be undertaken in compliance with the appropriate organizational standards and procedures and all IS/ICT products will conform to IT divisional technical, security and quality standards.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
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Expected Outputs:

- Support HQ-based Unix and Linux Infrastructure provided as per tickets raised and within established SLA terms
- Unix/Linux system issues addressed within one hour of monitoring alerts indicating the system(s) is/are not performing as expected
- All Unix/Linux installations performed as per established deployment procedures
- All Unix/Linux installations planned in detail with all infrastructure components, support and timetables defined
- Documentation (prepared in English) following review with colleagues endorsed by group leader
- Timesheet reporting as per established procedure

Monthly

Payment conditions: the internship will be paid 700\$ for each month

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.

- 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: June 15, 2016
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted