



# ICT Project Resource Analyst

<b>Grade</b>	IS – 3	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	Secondment	<b>Number of posts</b>	1
<b>Unit</b>	Division of Support Services	<b>Vacancy code</b>	GCF/Secondment/04
<b>Reporting to</b>	Chief, Enterprise ICT Programme Management Office		

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## Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of ICT Project Resource Analyst.

The Fund relies on a seamless and trustworthy handling of its own and partner information, as the basis for highly efficient processes and rapidly growing capabilities and networks for knowledge exchange with a large audience of stakeholders. To achieve that goal, an intelligently composed, connected and frequently upgraded Cloud portfolio of systems and tools needs planning and implementation. The Fund's Enterprise ICT Programme Management Office (PMO) plays a key role in making this happen.

The ICT Project Resource Analyst is responsible for developing and maintaining resource plans and providing estimating support, resource tracking, and capacity planning service for ICT projects.

## Duties and responsibilities

- Provide estimating support, resource tracking, and capacity planning service for ICT projects;
- Validate resource requirements and develops cost estimate models for planned ICT projects;
- Forecast future resource needs based on project plans;
- Assist with tracking ICT costs, schedules, and performance, to include the tracking of deliverables and project milestones and monitoring and reporting on the status of the project and its risks, issues, overall quality, and next steps to keep the project on track;
- Provide support for the assessment of current ICT projects and future opportunities, including cost-benefit analyses, metrics development, and benefits realization techniques;
- Assist with post-project reviews to assess return on investment and benefits for the portfolio;
- Draft periodic reports on ICT project resource utilization and commitments;
- Prepare presentations, briefing materials and status reports for the Fund's internal customer divisions/offices, the Senior Management Team, the GCF Information Management and ICT Steering Group, and other stakeholder groups;
- Conduct and coordinate financial, product, market, operational, and related research to support overall ICT portfolio planning;
- Perform ad hoc analyses as needed to support project goals; and
- Perform additional tasks as assigned by the Chief, Enterprise ICT Programme Management Office.

## Expected experience and qualifications

- Advanced degree in Business, Finance, Management, Information Systems or related field from an accredited college or university;
- Minimum of 5 years of progressively responsible experience in an international/ multicultural organization, across several of the following fields: project management, business analysis, portfolio management, project delivery, finance, human resources;
- Practical experience providing estimating support, resource tracking, and capacity planning service for ICT projects;
- Prior working experience in an international institution environment is a distinctive plus;
- Strong technical knowledge of project management principles, practices, techniques, and tools, preferably evidenced by a certification in good standing (e.g. PRINCE2, PMP, or comparable), and of applying them for delivering successful organizational change;
- Solid knowledge of information and communication technology and how it can be applied in work assignments;
- Experience of working in a project and service delivery environment, having had exposure to project, resource capacity and financial management processes and issues;
- Knowledge and appreciation of business concepts and requirements;
- Ability to develop and prepare business analyses and plans;
- Ability to work productively and maintain effective relationships in multidisciplinary and multicultural teams;
- Strong presentation skill is a must;
- Strong analytical skills and strategic thinking;
- Strong results orientation; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

## Required competencies

- Planning and Organizing
- Client orientation
- Communication
- Teamwork