

Job Posting Title **IRC2625**  
Title, Grade (Position No) **Human Resources Assistant, G-4. (2000543)**  
Organizational Unit **Shared Services Centre, Budapest, Hungary**

Deadline for Applications **15-Oct-2014**  
Duration **Fixed-term**  
Notes **1 year renewable**

Department Description

This position is located at the Shared Services Centre where a wide range of Human Resources support and administrative duties are undertaken with focus on employment procedures and contract entitlements.

Duties and Responsibilities

**Main Purpose**

The Human Resources Assistant performs a large variety of routine functions in support of human resources transactions. He/ she assists providing guidance and advice in the application of policies, rules and procedures and supports sound human resources practice.

**Supervision Received/Exercised**

The Human Resources Assistant works under the direct supervision of Human Resources Officer at Shared Services Centre in Budapest and receives guidance from a higher graded Human Resources Assistant. He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

**Working Relationships**

The Human Resources Assistant interacts with a variety of colleagues within the work unit and with immediate clients, supporting the effective and efficient delivery of human resources services.

**Key Functions/Results**

- Review, answer and follow-up on standard requests, enquiries and claims regarding human resources matters; provide readily available information from office files and databases;
- Assemble and review supporting documentation for processing various human resources actions relating to recruitment, staffing, organizational design, staff development and learning, policy and/or social security;
- Assist in the recruitment process of all categories of staff and non-staff including the preparation of vacancy announcements; communicate with applicants and prepare offers/terms of employment;
- Assist supervisor(s) in monitoring the contractual status of staff on various appointments; assist in the timely preparation and issuance of contract renewals and personnel action forms;
- Check and maintain attendance records, leave reports, DSA forms and other documentation and reports for staff and non-staff;
- Maintain personnel and/or position management files for staff, ensuring all documentation is complete; maintain and update confidential information and documents, and ensure relevant documents are kept in their respective files;
- Search for, retrieve, compile, assemble and archive a variety of human resources statistical data from questionnaires, publications, surveys, research projects, websites, reports, databases, etc, for internal and external use as required;
- Draft routine correspondence; assist in the preparation of administrative reports; assist with briefings and debriefings; take notes at meetings;
- Distribute and assign work duties.
- Perform other duties as required.

**Impact of work**

The incumbent's work impacts on the timely and efficient delivery of human resources services and on the overall output of the work unit.

Job Requirements

**MINIMUM REQUIREMENTS - candidates will be assessed against the following**

**Education:** Secondary School Education

**Experience:** Three years of relevant experience in administrative and/or human resources support work.

**Languages:** Working knowledge (Level C) of English

**IT Skills:** Good knowledge of the MS Office applications, Internet and office technology equipment

**Technical Skills**

Familiarity with financial/HR computerized systems. Initiative and ability to plan and organize work, set priorities and meet deadlines. Ability to maintain accurate records. Ability to draft routine correspondence and to write and spell correctly. Ability to handle confidential material with discretion. Ability to collaboratively work as a member of a team.

*All candidates should be able to establish and maintain effective working relationships with people of different national and cultural backgrounds.*

#### **DESIRABLE QUALIFICATIONS AND SKILLS**

Experience in HR related work; Experience working with an ERP system; Knowledge of other FAO official language(s) (Arabic, Chinese, French, Russian, Spanish).

#### **Additional Details**

All candidates should possess computer/word processing skills.

Evaluation of qualified candidates may include an assessment exercise which will be followed by an interview.

Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

Candidates may be requested to provide employment reference.

#### **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/>

#### **ELIGIBILITY**

**Candidates must be legally residing in Hungary at the time of application, recruitment and hire. However, the selected candidate will be recruited as Local staff members, with duty station in Budapest. Therefore, there will not be any entitlement regarding the relocation costs incurred for successful candidates accepting the position in Budapest.**

#### **How To Apply**

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

Please note that, in case the application deadline is extended, the updated deadline will be displayed in the iRecruitment website.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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