



Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST

Human Resources Consultant – Consultancy Roster

Contract duration: 3 to 11 months

Vacancy No. IRC2687

Deadline for Applications: 15 January 2015

The Food and Agriculture Organization is a specialised agency of the United Nations whose mandate includes fighting hunger by helping developing countries to improve their food production, agriculture, fisheries and forestry. FAO has approximately 12,000 employees worldwide. More about FAO can be found at its website www.fao.org. The FAO's Shared Services Centre (SSC) in Budapest has been operational since January 2008, is currently employing around 150 persons, and its main task is to provide administrative services to FAO offices worldwide.

FAO's Shared Services Centre (SSC) in Budapest is calling for expression of interest to identify qualified candidates for potential assignments as a Human Resources Consultant. The SSC in Budapest has been operational since January 2008, is currently employing around 150 persons, and its main task is to provide administrative services to FAO offices worldwide.

Tasks and responsibilities:

The incumbent will work under the supervision of an SSC HR Officer and be part of the Human Resources Team with primary duties pertaining to the area of non-staff (consultancy) servicing.

In particular the incumbent will:

- Upon request provide information, technical advice and options, to line managers to resolve operational human resources problems emerging during programme implementation;
- Brief and advise employees recruited under various non-staff contractual arrangement on the terms and conditions of their employment;
- Research background to resolve difficult and unusual problems related to non-staff conditions of employment;
- Provide management advisory service to supervisors, recommending technically accurate solutions; undertake special studies and reviews;
- Analyze individual cases and interpret and apply rules, regulations, procedures and policy governing human resources management and make determinations and take appropriate action;
- Process requests for hiring non staff and consultants, establish the applicable type of contract and level of remuneration;
- Exercise overall direct supervision of Human Resources clerks and assistants;
- Perform other related duties as required.

Qualifications and experience:

- University degree in Human Resources, Business Administration or a related field;
- Three years of relevant work experience in human resources management and/or administration;
- Relevance of experience in human resources management and administration, Ensuring compliance to rules and regulations and expressing sound judgment
- Extent of analytical skills
- Familiarity with automated human resources management systems
- Supervisory experience
- Experience in providing client service and excellent communications skills
- Ability to think and work logically and precisely with attention to detail. Initiative, sound judgment and demonstrated ability to work with personnel of different national and cultural backgrounds.
- Working knowledge of English or French and limited knowledge of one of the two or Arabic or Spanish

Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

All applications will be reviewed. Successful candidates will be contacted and will be invited to participate in an interview and/or assessment.

How to apply

All applications are to be made through FAO's **iRecruitment** system. Click on the link below to access **iRecruitment**, complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/iemployment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: iRecruitment@fao.org