



Food and Agriculture Organization of the United Nations

GENERAL SERVICE JOB PROFILE / VACANCY ANNOUNCEMENT N^o: REU/2014/002

Issued on: 13 November 2014

Deadline For Application: 26 November 2014

JOB TITLE:	Human Resources Assistant	GRADE LEVEL:	G-4
		DUTY STATION:	Budapest, Hungary
ORGANIZATIONAL UNIT:	Regional Office for Europe and Central Asia	DURATION :	12 months with the possibility of extension
	(REU)	POST NUMBER:	unidentified
		CCOG CODE:	2.1.06

Organizational Setting

This position is located in the Regional Office for Europe and Central Asia (REU) where a wide range of Human Resources support and administrative duties are undertaken

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 general supervision of the Assistant Director-General, Regional Representative, and reports to the regional Administrative Officer. 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 in the HR Team, 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;
- 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.

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:

- Good knowledge of FAO's relevant corporate human resources policies and procedures
- Good knowledge of FAO's corporate computerized administrative systems
- Good knowledge of the Organization's communication and documentation standards (house style)

How To Apply

PLEASE SUBMIT YOUR APPLICATION by email with **REU/2014/002/HR Assistant** in the subject-line to REU-Vacancies@fao.org including a duly completed Personal Profile Form (PPF) generated from FAO's iRecruitment portal and a cover letter.

Please note that attached resumes or CVs in place of the PPF will not be accepted.

In order to prepare a Personal Profile Form, you must first register on the FAO iRecruitment site (click on the following link to register: <http://www.fao.org/employment/irecruitment-access/en/>).

Important notes: As you fill in your information online you should make sure to click Save after each section before logging out. Also be aware that the session times out after 20 minutes of inactivity.

DEADLINE FOR APPLICATION: Wednesday, 26 November 2014, 24:00h

**Candidates must be legally present in Hungary at the time of application, recruitment and hire.
Only shortlisted candidates will be notified.**