



Food and Agriculture Organization of the United Nations

GENERAL SERVICE JOB PROFILE / VACANCY ANNOUNCEMENT N°: REU/2014/003

Issued on: **13 November 2014**

Deadline For Application: **26 November 2014**

JOB TITLE:	Human Resources Assistant	GRADE LEVEL:	G-5
		DUTY STATION:	Budapest, Hungary
ORGANIZATIONAL UNIT:	Regional Office for Europe and Central Asia (REU)	DURATION :	12 months with the possibility of extension
		POST NUMBER:	unidentified
		CCOG CODE:	2.1.06

Organizational Setting

The 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 coordinates and performs the full range of human resources support functions. He /she ensures quality, transparency and consistency of data and processes within his/her area of responsibility and contributes to the smooth functioning of human resources operations.

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. The incumbent operates independently and takes decisions on work priorities, exercises initiative for dealing with cases without precedents and finds solution to problems after discussion with supervisor. Supervision received is focused on the quality of work outputs, in particular the meeting of timelines and the quality of advice given to clients. The incumbent provides guidance and advises to other human resources support staff.

Working Relationships

The Human Resources Assistant works closely with colleagues in the HR team and with managers and staff in client departments/offices, providing and coordinating experienced human resources support.

Key Functions/Results

- Analyze, answer and follow-up on a variety of complex human resources requests and enquiries from staff and non-staff; provide guidance on relevant human resources guidelines and procedures;
- Coordinate support services related to the employment and servicing of staff and non staff; initiate a range of personnel actions such as appointments, extensions, transfers, etc.;
- Conduct preliminary review of staffing action requests for post classification in accordance with established job classification standards;
- Support the briefing and de-briefing of staff, provide information as to staff entitlements and specificities of contracts;
- Coordinate the recruitment process of all categories of staff and non-staff, including the preparation of job profiles and vacancy announcements; communicate with applicants and in certain cases prepares offers/terms of employment;
- Collect and research background information; update organization charts and staffing tables; draft correspondence, reports and statistics related to all human resources functions as appropriate;
- Review, maintain and update confidential personnel information, records and files; ensure completeness and accuracy of records and that follow-up system on actions are taken;
- Investigate and resolve payment inquiries in collaboration with finance staff;;
- Work as member of the Regional Operational Support Unit as first level contact for users in HR related queries;
- Train and provide guidance to other human resources support staff in the work unit;
- Perform other duties as required.

Impact of work

The incumbent's work directly impacts on the smooth operations and the quality of overall output of the work unit. He/ she plays a lead role in the provision of human resources support services for successful achievement of the organizational unit's mandate.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Four years of relevant experience in administrative and human resources support work.

Languages: Working knowledge (Level C) of English

IT Skills: Very good knowledge of the MS Office applications, Internet and office technology equipment

Technical Skills:

- Very good knowledge of the essential elements of human resources activities and transactions, including FAO's corporate policies, rules and procedures
- Very good knowledge of FAO's relevant 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/2014/003/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.