



Issued on: 30 June 2016

Deadline For Application: 21 July 2016

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of Human Resources (OHR)	DURATION:	Short Term: 11 months
		POST NUMBER:	2005913
		CCOG CODE:	1.A.06

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

Organizational Setting

OHR develops, recommends and facilitates implementation of human resources policies, procedures and services and advises management on appropriate measures and strategies to ensure that the Organization attracts, develops and retains a diverse, skilled and highly motivated workforce. OHR administers the Organization's human resources management programmes, in particular in the areas of human resources policy development, position management, recruitment, mobility, training and social security. It supports the HR Units and staff throughout the Organization, in the SSC and the Regional Offices, to ensure that HR processes and programmes are delivered in a consistent, effective and efficient manner.

Reporting Lines

The Human Resources Officer reports to a Senior Human Resources Officer.

Technical Focus

Human resources policy development, workforce planning, recruitment, mobility, internships.

Key Results

The provision of human resource services to management and staff

Key Functions

- Plans and delivers services in designated human resource field(s);
- Consults with 'designated business partners' on specific HR requests, issues, and problems, and provides advice, policy interpretations, and options on how to proceed;
- Analyzes requirements and researches and analyzes information, data, statistics, and/or trends for the preparation of plans, strategies, reports, policies and/or other products;
- Reviews on-going service delivery, related policies, procedures, systems to recommend changes, develop proposals, and coordinate updates/revisions;
- Collaborates in the development of information/training materials and products to increase understanding of HR services and policies, promote capacity development and facilitate change across the Organization;
- Researches and provides information to management and staff to resolve problems and/or reach agreement on various issues;
- Leads short-term work groups and participates on Organization-wide committees and working groups.

Specific Functions

- Ensures the appropriate application of Staff rules and Regulations, monitors and coordinates the day-to-day operational activities of the Unit to improve productivity, efficiency and quality of service delivery ;
- Drafts reports, recommendations, statistics, cost analysis, trends and periodic reports to Senior Management, Committees, relating to the provision of HR services;
- Reviews relevant rules, regulations, policies and procedures for compliance as necessary; coordinates updates as approved;
- Supervises, coaches and trains junior staff of the Unit.

Candidates will be assessed against the following

Minimum Requirements

- Advanced University degree in human resources management, public or business administration or a related field
- Five years of relevant experience in human resources management and administration
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in human resources management, and administration
- Extent and relevance of experience in development and implementation of human resources policies and procedures
- Familiarity with automated human resources management system
- Ability to analyze complex issues

Please note that all candidates should adhere to FAO Values of *Commitment to FAO, Respect for All* and *Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- 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.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-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.

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

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