



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☐/PSA ☒

Minimum number of years of relevant experience required: 1yr ☐ 4yrs ☒ 12+yrs ☐

Name:	
Job Title: Temporary Human Resources Assistant	
Division/Department: SEC	
Programme/Project Number: Regular Programme	
Location: Ankara, Turkey	
Expected Start Date of Assignment: As soon as possible	Duration: 31 March 2015
Reports to: Name: Parvina Sadieva Viana	Title: Administrative Officer

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the general supervision of the Sub-regional Coordinator and the direct supervision of the International Administrative Officer, and in coordination with counterpart in the Shared Service Centre (SSC) servicing the Sub-regional Office for central Asia (SEC), the incumbent provides support on all matters related to the administration of personnel for the SEC and the respective FAOR offices. In particular, the incumbent will:

- maintain an up to date report on the status of all contracts to ensure timely action is taken with regards to the closure of the contracts not-to-extend date (NTE), the corresponding repatriations, the extensions of the other contracts and the within grade increases. Closely follow up with the immediate supervisor of the contract holders and alert them on approaching deadlines;
- calculate necessary entitlements and coordinate with the SSC and travel unit to ensure accurate and timely delivery of the service (contractual and actual payments) to the staff and non-staff personnel;
- participate in the selection and recruitment process of the General Service staff, which tasks may include vacancy announcement, screening, booking interviews, background checking, requesting the issuance of the offer employment through SSC, etc.;
- prepare and review a variety of actions related to selection, employment, servicing and separating of staff and non-staff based on terms and conditions of service; including monitoring the overall HR-plan of the sub-regional office;
- revise requests for contracts for the appointment and extension of non-staff personnel, ensuring clearances are obtained, including government clearance, security and medical clearances; and initiate the relevant processes with regards to the selection and hiring of the consultancy services in coordination with the SSC-Hub and Travel Unit.
- monitor performance appraisal issuance and probationary reports; monitor and process within grade salary increments.;
- provide assistance with the preparation of the staff development and learning plan based on a needs analysis exercise with tasks and time frames, estimated costs and possible sources of funding;
- provide guidance to all the staff members on the Performance Evaluation Management System (PEMS), communicate the deadlines, importance of the completion of the exercise to all concerned, follow up on completion of the performance evaluation process;
- provide briefings to staff and non-staff, as appropriate, and in coordination with SSC monitor and calculate sick leave entitlements and make calculations of entitlements on separation;
- perform other related duties as required.

KEY PERFORMANCE INDICATORS

Please refer above.

REQUIRED COMPETENCES

Qualifications—Essential:

- Secondary School Education
- Four years of experience in administrative services, preferably in HR related work
- Working knowledge (level C) of English **and** working knowledge of the local language (Turkish).
- Systematic and efficient approach to work assignments, good judgment and analytical ability.
- Ability to draft correspondence and review personnel related records, ensuring accuracy and consistency.
- Computer literacy an ability to effectively use word processing and other office technology equipment.
- Tact, courtesy and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Ability to operate personal computer, E-mail, facsimile machines and other equipment to maintain accounts. Knowledge of word processing and spreadsheet packages.

Qualifications—Desirable:

- Knowledge of the UN system is an asset;

Note for Applicants:

PLEASE SUBMIT YOUR APPLICATION by email to SEC-Recruitment@fao.org and write the reference numbers in the e-mail.

Please note that attached resumes or CVs in place of the PPF will not be accepted. For this position, a duly completed Personal Profile Form (PPF) generated from FAO's iRecruitment portal is to be submitted with a cover letter.

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/>.

***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.

For details, please visit:

http://www.fao.org/fileadmin/user_upload/Employment/docs/creating_your_application_irec.pdf AND
http://www.fao.org/fileadmin/user_upload/Employment/iRec/iRC_UG08_ExternalApplicant_UserGuide.pdf.