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<b>POSITION TITLE:</b>	<b>Human Resources Officer</b>	<b>GRADE LEVEL:</b>	<b>P-2</b>
		<b>DUTY STATION:</b>	<b>Rome</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Planning and Staffing Branch</b>	<b>DURATION *:</b>	<b>Fixed-term, 1 year</b>
	Human Resources Support Service (CSP)	<b>POST CODE/N°:</b>	<b>Unidentified</b>
	Corporate Services, Human Resources and Finance Department	<b>CCOG CODE:</b>	<b>1A06</b>

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**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**

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**DUTIES AND RESPONSIBILITIES**

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Under the overall guidance of the Chief, HR Support Service (CSP) and the direct supervision of the Senior HR Officer, Planning and Staffing, the incumbent will:

- participate in defining business requirements for the upgrade of the iRecruitment/system, and coordinate the various tasks related to the maintenance and expansion of the system;
- provide system and policy guidance, advice and training, as appropriate, to managers, applicants and external entities using the iRecruitment and iRoster systems;
- coordinate the issuance of FAO vacancy announcements through the iRecruitment system, liaising with divisions and offices as well as the Secretariat of the Professional Staff Selection Committee (PSSC) accordingly;
- maintain and update the Database of national and international institutions to be used for outreach purposes and ensure a strategic dissemination of FAO vacancies to attract qualified candidates, particularly women and candidates from non- or under-represented countries;
- coordinate press campaigns for a wider dissemination of FAO vacancies and give greater prominence to specific positions;
- liaise with representatives of Member Countries, UN Organizations and other institutions in order to increase awareness and solicit contacts to enrich the Database;
- prepare analytical reports, presentations and statistics on iRecruitment/iRoster web and Database activities, and propose a course of action based on the results;
- draft and update policies, guidelines and procedures on iRecruitment and iRoster, ensuring documentation adheres to concise communication standards;
- carry out research on best practices of online recruitment systems used in other UN Organizations in order to align FAO practices accordingly;
- maintain and coordinate changes to the FAO Employment website including: implementation of enhancements to site, supervision of web focal points and liaison with IT group, coordination of content (multimedia and static elements), management of social media outreach for FAO jobs; ensure timely publication of FAO vacancy announcements;
- perform other duties as required.

**MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- Advanced university degree in Human Resources Management, Public Administration/Management, Communications or related field
- Three years of relevant experience in the management of administrative systems, with emphasis on recruitment/staffing tools
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

**SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- Extent and relevance of knowledge and experience in ERP/HR systems management, preferably Oracle iRecruitment and related reporting tools
- Strong analytical and communication skills, both in writing and orally, particularly in English
- Ability to create and maintain effective partnership inside and outside the Organization, and to provide efficient services to clients
- Ability to plan and prioritize own work, raise possible challenging circumstances and make adjustments as necessary
- Capacity to work effectively in a team, take independent action and coordinate the work of other staff

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

**\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

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**REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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**TO APPLY: Carefully read and follow the Guidelines to applicants**

Send your application to:

V.A CSP-850-12-PRJ

Senior Human Resources Officer, CSPP  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Fax No: +39 06 5705  
E-mail: [VA-850-12-PRJ-CSP@fao.org](mailto:VA-850-12-PRJ-CSP@fao.org)

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**