



POSITION TITLE:	HUMAN RESOURCES OFFICER (INSURANCE and RISK MANAGEMENT)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Staff Welfare, Human Resources Support Service, CSPS Human Resources Support Service, CSP	DUTY STATION:	Rome
		DURATION *:	Fixed-term: Two years
		POST CODE/N°:	2001887
		CCOG CODE:	1A06a

**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**

DUTIES AND RESPONSIBILITIES

Under supervision of the Senior Human Resources Officer, CSPS, the incumbent will provide advice on the Organization's social security insurance schemes as well as the non-medical insurance programme geared at protecting the Organization's operations, assets and reputation . In particular, the incumbent will:

- identify needs, formulate and develop cost containment strategies, policies, plans and tools for Social Security Medical and Life Insurance schemes in line with the UN Common System;
- monitor and analyze the market trends, conduct surveys on the insurance markets, prepare statistics, briefs and analyses on trends and insurance risks ;
- provide risk management advice, statistics, cost analysis on claims and premium information as well as periodic performance reports to Senior Management, Committees, UNJSPF and/ or insurers;
- coordinate and advise the Advisory Committee on Medical Coverage (JAC/MC) including formulating suggestions for reducing costs while enhancing coverage, organizing periodic meetings and membership;
- develop a system for monitoring the performance of contracts/agreements relating to the provision of social security Medical and Life Insurance schemes with third party firms/entities, including contract amendments;
- spearhead and optimize the processes of tendering, analysing bids, negotiating and contracting of services including carrying out special studies on benefits, cost projections, practices of other UN organizations and of selected national systems;
- advise on the implementation of new medical and life insurance policies, developments, projects and workflows; including creating training material and holding seminars;
- HR focal point to the periodic actuarial valuation exercise for the Organization's Social Security Long Term Liabilities and provide analyses on the valuations conducted by other Organizations/Firms as well as by the UNJSPF;
- review all non medical insurance contracts (Property and Casualty) and ensure coverage is in line with the necessities and risk appetite of the Organization;
- provide guidance, performance evaluation and supervision to relevant staff;
- perform other duties as requested.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Human Resources Management, Public or Business Administration, Mathematics, Actuarial or Quantitative Management Sciences or a related field
- Seven years of relevant, administrative, actuarial and/or insurance experience, including in the area of employee benefits and risk management
- Working knowledge of English, French or Spanish and limited knowledge of one of the other or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in actuarial and / or medical insurance risk management
- Demonstrated ability to draft, critically analyse and interpret official and legal documents in English;
- Good Knowledge of employee compensation programmes, especially insurance schemes;
- Ability to work accurately under pressure, to establish priorities and to meet deadlines;
- Initiative and high sense of responsibility; sound judgement, critical approach to solving complex problems and
- Ability to train and supervise staff
- Ability to draft and interpret documents in Italian is desirable

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**

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/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A CSP-840-12-PRJ

O-i-C, CSP
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57XXXX
E-mail: CSP-840-12-PRJ@fao.org

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