

**Vacancy No. CS/272/12**

<b>Title</b>	Chief, Human Resources Support Service (CSP)
<b>Grade</b>	D-1
<b>Number</b>	2002226
<b>Duty Station Location</b>	Rome, Italy
<b>Summary of Duties and Functions</b>	<p>Under the direct functional reporting and supervision of the Director, OHR, and reporting administratively to the Assistant Director-General of the Corporate Services, Human Resources and Finance Department, the incumbent specifically will:</p> <ul style="list-style-type: none"> <li>• exercise overall management responsibility for the Service’s biennial programme of work, facilitate quality control, progress monitoring and reporting on FAO’s HR operations and regular service-related matters as well as the cost-effective use of financial and human resources as per Results Based Management principles;</li> <li>• propose and ensure the formulation and administration of the Organization’s human resources management programme including organisation development, position management, recruitment, staffing reviews, staff evaluation and development, and payroll and social security programmes;</li> <li>• lead organizational change programmes, such as implementation of new human resource management systems, organisational restructuring and staff redeployment;</li> <li>• conduct collaborative initiatives and negotiations with other UN common system organizations to develop common practices in human resources management matters;</li> <li>• deal with periodic external reviews of HR management practices and ensure the timely execution of action in follow-up to the recommendations arising from those reviews, including the identification of proposals for further streamlining, off-shoring and out-sourcing of current HR processes;</li> <li>• provide technical guidance, in areas of competence of the Service, to staff in Headquarters and Decentralized Offices;</li> <li>• manage directly substantive areas of the corporate human resources management programmes, including HR planning and HR management information reporting;</li> <li>• represent the Organization at meetings and other events relevant to the Service’s field of competence;</li> <li>• perform other related duties as required.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Advanced University degree in Human Resources or related field;</li> <li>• Extensive professional experience in the field of human resources and administrative management, including in-depth knowledge and substantive experience in HR strategy, policy and planning;</li> <li>• Knowledge of UN common system benefits and entitlements is an asset;</li> <li>• Demonstrated leadership, managerial and supervisory skills and a strong results-based approach;</li> <li>• Excellent oral and written communication skills;</li> <li>• Working knowledge of English, French or Spanish; and a limited knowledge of any of the other two or Arabic, Chinese or Russian;</li> <li>• Ability to lead and work effectively with a diverse team of people of different national and cultural backgrounds in an international setting</li> </ul>

<b>Managerial Competencies</b>	<p><b>Strategic vision:</b> Capacity to develop a vision, mission and strategies and to focus on the needs of member countries and to adjust strategies to take changing circumstances into account. <b>Managing people:</b> Fosters team spirit through building trust and commitment to common objectives and recognising team successes. <b>Result Orientation:</b> Demonstrates an ability to manage programmes and projects efficiently under shifting priorities, in order to achieve targets. <b>Partnering:</b> Negotiates effectively with partners to enable successful outcomes for all stakeholders and actively supports inter-disciplinarity across FAO. <b>Strong Communication Skills:</b> Demonstrates a high level of communication skills in promoting the Organization's messages.</p>
<b>Remuneration</b>	<p>FAO adheres to the UN common system of salaries, allowances and benefits. General information regarding salaries and allowances can be found at the <a href="#">International Civil Service Commission</a> Web site</p>
<b>How to apply</b>	<p>Applications should be submitted <b>by 26 November 2012, using FAO Personal History Form</b> to the Director, Office of Human Resources (OHR), FAO, Viale delle Terme di Caracalla, 00153, Rome, Italy or sent by e-mail to: <a href="mailto:Senior-vacancies@fao.org">Senior-vacancies@fao.org</a> (An additional Curriculum Vitae and/ or cover letter may also be included as part of the application if desired)</p>