



Issued on: 29 May 2015

Deadline For Application: 19 June 2015

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Nairobi, Kenya
ORGANIZATIONAL UNIT:	FAO Somalia	DURATION :	Fixed-term: One year (renewable)
		POST NUMBER:	2004442
		CCOG CODE:	1H01

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

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

This position is located in FAO Somalia's office in Nairobi Kenya and the incumbent will lead the Human Resources function and the Human Resources team of FAO Somalia.

Reporting Lines

The HR Officer reports to the Senior Administrative Officer.

Technical focus

In close coordination with senior management, the Human Resources Officer will lead and coordinate the HR function and provide timely HR advice, analysis, reporting and general administrative servicing to both staff and management.

Key Results

The provision of human resource services and related products and advice.

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

- Briefs and advise staff on the terms and conditions of their employment, and refer to Shared Service Centre (SSC) HR Officer for complex cases;
- Liaises with HR Officer/s in RAF, Shared Services Center (SSC), Budapest, and HQ to obtain guidance on technical aspects and keep abreast of the different HR initiatives and policies and maintains leading edge knowledge on human resources issues;
- Monitors requests for human resources actions and determines/approves, within delegated authority, salary, entitlements, travel, social security and other benefits;
- Advise managers on organizational design, position management, succession planning and leads the implementation of the staffing needs assessment enabling the effective delivery of the work program in the country.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in human resources, management, business administration, organizational development, industrial psychology or a related field
- Five years of relevant experience in human resources management and administration, including experience in staff servicing
- Working knowledge of English

Competencies

- Results focus

- Teamwork
- 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, administration and staff servicing
- Extent and relevance of experience in development and implementation of human resources policies and procedures
- Familiarity with automated Human Resources information systems
- Limited knowledge (level B) of one of the other official FAO languages (Arabic, Chinese, French, Spanish or Russian) is desirable

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

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- 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

For guidelines to applicants, please visit the Application Toolkit at <http://www.fao.org/employment/current-vacancies/project/en>

The Personal Profile Form along with a cover letter should be sent via e-mail to:

Send your application to: FAO Somalia
 UN-Somalia Ngecha Road Complex
 Corner of Lower Kabete Road/Ngecha Road
 P.O. Box 30470-00-100 Nairobi-Kenya
 E-mail: SO-HR-INT-VACANCIES@fao.org

We encourage applicants to submit the application well before the deadline date.

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