



POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Nairobi, Kenya
ORGANIZATIONAL UNIT:	FAO-Somalia	DURATION *:	Fixed Term: 1 year
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1A06

**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.
The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Officer-in-Charge, FAO-Somalia, functional guidance of the Human Resources Officer, the Regional Office in Africa, RAF, and within the delegated authority, the Human Resources Officer will develop and maintain partnerships by managing the HR function for FAO-Somalia. He/she will be the primary point of contact for all human resources queries in areas such as policy and procedures, recruitment and staffing, staff learning and performance management, conflict management and mediation. In particular, the incumbent will:

- upon request provide information, technical advice and options, to line managers on planning Human Resources problems emerging during programme implementation;
- brief and advise staff on the terms and conditions of their employment, and refer to SSC HR Officer for more complex cases;
- interpret and apply FAO rules, regulations, procedures and policy governing human resources management; make determinations and take appropriate action;
- process requests for human resources actions and determine/approve within delegated authority salary, entitlements, travel, social security and other benefits for Non-staff human resources;
- manage and oversee the selection, recruitment and appointment of staff and non-staff and provide coordination to staff selection panels;
- advise management and support the proactive and systematic implementation of staff development and learning programmes;
- guide and advise managers on organizational design, position management, succession planning and lead the implementation of the staffing needs assessment enabling the effective delivery of the work program in the country;
- maintain close contact 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 maintain leading edge knowledge on human resources issues;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Human Resources management, public or business administration or a related field
- Five years of relevant experience in human resources management and administration, including experience in two of the following: staff servicing, organizational design, position management, succession planning, staff development and learning
- Working knowledge of English and limited knowledge of French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in human resources management, administration and staff servicing or
- Experience in development and implementation of human resources policies and procedures
- Experience in ensuring compliance to rules and regulations and expressing sound judgement thereon
- Familiarity with automated human resources management system
- Supervisory experience
- Experience in providing client service
- Excellent communications and interpersonal skills
- Knowledge of another language of the Organization would be an asset.

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/>

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

Send your application to:

V.A FRSOM-888-13-PRJ
FAO-Somalia
UN-Somalia Ngecha Road Complex
Corner Lower Kabete Road/Ngecha Road
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