



Issued on: 06 August 2012

Deadline For Application: 11 September 2012

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Cairo, Egypt
ORGANIZATIONAL UNIT:	Regional Office for the Near East RNE	DURATION *:	Fixed Term: 3 years
		POST CODE/N°:	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 duty stations depending on the evolving needs of the Organization

DUTIES AND RESPONSIBILITIES

The Human Resources Officer works under the overall guidance of the Assistant Director-General/Regional Representative (ADG/RR), the supervision of the Senior Administrative Officer in the Regional Office as well as the functional supervision and oversight of the Human Resources Director.

Within the delegated authority, the Human Resources Officer will develop and maintain partnerships by managing the HR function within the Region. He/she will be the primary point of contact for all human resources queries in areas such as policy and procedures, recruitment and staffing, organizational design and job classification, staff learning and performance management, conflict management and mediation.

In particular, the incumbent will:

- advise management within the Region on the full range of human resources matters with emphasis on planning and management of human resources;
- interpret and apply FAO rules and regulations as well as policies and procedures governing human resources management;
- manage and oversee the selection, recruitment and appointment of staff and non-staff and provide support 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 Region;
- maintain close contact with HR Management at 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;
- represent HR Management at Regional level on human resources related matters;
- perform any other related duties.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Human Resources Management, Public or Business Administration or a related field
- Seven years of relevant experience in human resources management and/or administration, including experience in at least two of the following areas: development and implementation of human resources policies and procedures, staff development and learning, workforce planning, servicing, recruitment and staffing, organizational design and job classification
- Working knowledge of English and limited knowledge of Arabic or French

SELECTION CRITERIA

Candidates will be assessed against the following:

Relevance of experience in human resources management and administration
Experience in an international setting, preferably within the United Nations Common System and in particular the development and implementation of human resources policies and procedures
Familiarity with automated Human Resources Management ERP systems
Ability to train and supervise staff
Quality of both oral and written communication and interpersonal skills
Ability to analyze complex human resources management issues and to make recommendations
High degree of tact, diplomacy and discretion and ability to maintain confidentiality

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: visit the iRecruitment website at
<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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