



Issued on: 27 May 2013

Deadline For Application: 25 June 2013

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POSITION TITLE:	Staff Relations Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Office of Human Resources, OHR	DURATION *:	Fixed Term: 2 years
		POST CODE/N°:	0037125
		CCOG CODE:	1.A.06

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**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.**

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#### DUTIES AND RESPONSIBILITIES

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Under the overall guidance of the Director OHR, and with leeway for the exercise of independent judgement, the Staff Relations Officer will have a liaison role between the administration and the staff representative bodies, develop and promote staff relations and corresponding policies throughout the Organization to create and implement a workplace and culture that uphold the values of the organization. In particular, the incumbent will:

- ensure the development and monitoring of sound staff relations and communications HR policies and practices;
- provide advisory function, monitor and regularly seek, review and incorporate feedback into continuous improvement of representation channels, HR policies and practices;
- participate in divisional/departmental meetings dealing with HR issues, act as focal point, coordinate and facilitate all contacts between FAO management and staff representatives;
- anticipate and evaluate problem areas in staff relations and liaise with appropriate units within the Organization to seek solutions and to drive greater consistency, transparency and accountability;
- review the relevance of formal joint bodies and act as Secretary of the Investigation Panel under the Policy on the Prevention of Harassment;
- anticipate and prepare studies and briefs for the HR Director on relevant staff relations issues;
- build and maintain partnership with other international organizations within and outside the UN Common System as well as key global companies in the private sector to share information and bring in the latest external thinking and best practice on organizational and staff relations management;
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in human resources, law, public administration or other related field
- Seven years of experience in human resources management with emphasis in staff relations, negotiations and/or, human resources policies, staffing and/or staff compensation
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Proven ability to communicate effectively both orally and in writing in English and ability to promote partnership and active dialogue across the organization and with external stakeholders
- Extent of experience in human resources policy and program development and implementation and knowledge of staff relations and labour law
- Effective consulting and advisory skills with analytical and problem solving skills
- Ability to be discrete and maintain a high degree of confidentiality
- Ability to promote ideas, convince others and gain agreement from others to further the work and mission of FAO
- Extent of experience in analyzing and coordinating complex staff relations issues, and in negotiating successful outcomes with stakeholders

*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**

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#### 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/>

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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**