Food and Agriculture Organizations of the United Nations (FAO)

CALL FOR EXPRESSIONS OF INTEREST

Human Resources Consultant Roster – Professional

Vacancy No. IRC2471

Deadline for Applications: 4 March 2014

FAO's vision is a world free of hunger and malnutrition where food and agriculture contributes to improving the living standards of all, especially the poorest, in an economically, socially and environmentally sustainable manner. FAO has embarked on an ambitious reform and modernization agenda of the HR function within the Organization.

The Office of Human Resources (OHR) provides the overarching framework for organizational human resources management. HR programmes, products, and services are developed and delivered by the Human Resources Support (CSP) branches and the Office of the Director to ensure a workforce of excellence for the achievement of organizational results.

The Recruitment, Planning and Staffing Unit (CSPP) is responsible for recruitment strategies and selection procedures. As a result of the implementation of a new selection procedure for the recruitment of professional staff, there is a need to strengthen CSPP's capacity with the objective to obtain and ensure technical excellence in all fields of the Organization.

Who are we looking for:

FAO is looking for individuals with strong background in recruiting and roster management to provide support and advice in the following areas of work:

- Establish recruiting requirements by studying organizational plans and objectives;
- Collaborate with managers to discuss and assess recruitment needs;
- Determine applicant requirements by studying job profiles and job qualifications;
- Attract qualified applicants by coordinating targeted outreach, contacting recruiters, using newsgroups, job sites and social media;
- Build applicant sources by researching and contacting NGO's, professional bodies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport;
- Ensure timely publication of FAO vacancy announcements;
- Determine applicant qualifications in coordination with recruiting division/offices by pre-screening activities, and conducting education verification checks and employment references;
- Participate in the competency-based interviews and draft selection reports;
- Maintain and update the Professional Employment Rosters as well as design and deliver the training on the roster systems;
- Participate in defining business requirements for the iRecruitment system (Applicant Tracking System), and coordinate the various tasks related to the maintenance and expansion of the system;
- Prepare analytical reports, presentations and statistics on iRecruitment/Roster web and Database activities, and propose a course of action based on the results;
- Draft and update the guidelines and procedures on iRecruitment and Roster, ensuring documentation adheres to the Organization's policy and communication standards;
- Carry out research on best practices of online recruitment systems used in other UN Organizations in order to align FAO practices accordingly;
- Maintain and coordinate changes to the FAO Employment website including: implementation of enhancements to site, supervision of web focal points and liaison with IT group, coordination of content (multimedia and static elements);
- Perform other duties as required.

Candidates should meet the following general requirements:

- University degree in Human Resources Management, Public or Business Administration or a related field;
- Five years of relevant experience in human resources management including experience in full life cycle of recruitment and roster management;
- Good knowledge of Applicant Tracking Systems (ATS), preferably iRecruitment or similar systems;
- Working knowledge of English essential. Working knowledge of French or Spanish would be an asset;
- Strong communicator with the ability to influence and persuade across all levels of the Organization, exercising a high degree of confidentiality, professionalism, poise, tact and diplomacy to accomplish objectives;
- Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines;
- Experience in an international organization in particular in the UN Common System is considered a strong asset;
- Experience in Typo3 or other web applications is an asset.

Candidates should meet the following general competencies:

- Results Focus
- Teamwork
- Communication
- Building Effective Relationship
- Knowledge Sharing and Continuous Improvement

Additional Information

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

All applications will be reviewed and qualified applicants will be contacted for a competency-based interview. If selected, candidates will be notified of their inclusion on the HR Roster.

How to apply

All applications are to be made through FAO's **iRecruitment** system. Click on the link below to access **iRecruitment**, complete your online profile and apply for this Call for Expression of Interest.

http://www.fao.org/employment/irecruitment-access/en/

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.