



Issued on: 26 June 2014

Deadline For Application: 24 July 2014

POSITION TITLE:	<b>Senior Human Resources Officer</b>	GRADE LEVEL:	<b>P-5</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Human Resources Support Service, CSP</b>	DURATION *:	<b>Fixed Term: 2 years</b>
	Corporate Services, Human Resources, and Finance Department, CS	POST CODE/N°:	<b>0038466</b>
		CCOG CODE:	<b>1A06</b>

**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 guidance of the Director, Office of Human Resources (OHR) and with considerable leeway permitted for the exercise of independent judgment, the incumbent manages the efficient delivery of recruitment services and provides strategic and operational support in the areas of recruitment and staffing for Headquarters in Rome, FAO decentralized offices and field projects. In particular, the incumbent will:

- manage the Planning and Staffing Branch by setting goals and objectives, monitoring efficiency; contribute towards the biennial programme of Work and Budget and Annual Work Plan, including identification, guidance, supervision and quality control of the outputs of work and reporting on main activities;
- participate and provide input to the HR planning of the Organization by consistent and efficient advice to managers and assistance in designing recruitment strategies; supporting departments in development and monitoring of the recruitment plans and in reporting on their implementation and impact;
- lead the development of recruitment policies and procedures to deploy staff effectively to favour pro-active recruitment and improved geographical representation and gender balance;
- build awareness and understanding of HR recruitment policies and effective interaction through automated media; provide expert advice to clients on recruitment and selection matters, in order to identify and select highly qualified candidates efficiently and effectively; assess continued relevance of recruitment, contracting and entitlement policies and frameworks vis-à-vis programme needs and workforce demographics;
- ensure that relevant human resources information systems in the area of recruitment are kept up to date; coordinate design, development, implementation and update of Recruitment Modules of the FAO HR automated systems and actively participate in the definition and improvement of existing or creation of new systems; co-ordinate and guide the provision of information to FAO staff and external applicants on the FAO external and internal web-sites or by means of printed materials;
- coordinate support to both Departmental/Regional Professional Staff Selection Committee (s) and General Service selection committee and their effective operation;
- organize and lead development and maintenance of a network of recruitment sources to facilitate the identification of highly qualified candidates;
- ensure collaboration and communication between the Planning and Staffing Branch (CSPP) and other branches of the Division as well as effective liaison with all Departments within HQ and FAO decentralised offices;
- perform any other duties as required.

#### **MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- Advanced university degree in human resources management, public or business administration, management or related field
- Ten years of relevant experience in HR management, including personnel administration, recruitment and staffing and benefits and entitlements, of which some years should be in an international setting
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

#### **SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- Demonstrated professional competence and success in the delivery of innovative and cost-effective service delivery and the application of staffing/recruitment policy in a complex multicultural environment
- Knowledge and understanding of HR management and strategies, and specifically recruitment issues; good knowledge and experience in human resources management in the United Nations common system and/or other international organisations, private sector or national government systems
- Conceptual analytical ability and excellent communication skills with demonstrated ability to present information in a clear and logical manner both orally and in writing
- Work experience in more than one location or area of work, particularly in field positions is essential
- Excellent inter-personal and negotiating skills, client orientation
- Leadership and people management skills, team-work; demonstrated ability to lead projects and supervise the work of others
- Extent of understanding and experience with computerized HR systems and their application

*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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## HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete the online application. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach a letter of motivation to the online profile.
- Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

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

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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**