



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N^o: IRC2878

Issued on: 8 May 2015

Deadline For Application: 29 May 2015

JOB TITLE:	Human Resources Associate	GRADE LEVEL:	G-6
ORGANIZATIONAL UNIT:	Shared Services Centre (SSC) Corporate Service Department (CS)	DUTY STATION:	Budapest, Hungary
		DURATION:	Fixed term: two years
		POST NUMBER:	0425974
		CCOG CODE:	2.1.06

Organizational Setting

The Shared Services Centre is responsible for providing a coordinated corporate support function to Headquarters and decentralized offices and their staff, for administrative transactional processes including staff and non-staff human resources servicing, travel operations, invoice processing, vendor management, and fixed assets. It also provides advice and user support across the Organization on the use of corporate administrative, financial and HR systems. The Shared Services Centre consolidates administrative functions to deliver them in a cost-effective manner, promoting operational efficiencies and service improvements

Main Purpose

The Human Resources Associate undertakes high level and specialized human resources support activities. He /she coordinates the human resources support work of the unit and ensures quality, transparency and consistency of functions and processes. The job role requires in-depth knowledge and interpretation of human resources policies, procedures and practices. The incumbent provides procedural guidance to managers and staff in and outside the work unit.

Supervision Received/Exercised

The Human Resources Associate reports to a senior professional staff. Work is performed autonomously, showing a high degree of initiative, judgment, and liability. Supervision received is focused on facilitating service delivery and on meeting client requirements. The incumbent effectively organizes and supervises other human resources support staff and provides relevant guidance and training.

Working Relationships

The Human Resources Associate maintains a wide range of contacts with managers and staff within and outside the organization. He/ she works closely with colleagues at a senior level in the human resources team in the handling of specialized processes and the provision of experienced human resources support.

Key Functions/Results

- Provide and coordinate the delivery of comprehensive human resources support services; ensure compliance with relevant policies and regulations as well as transparency and consistency of transactions and procedures;
- Coordinate a wide range of personnel actions including appointments, extensions, transfers, etc.; process requests and provide advice on entitlements; review, maintain and update confidential personnel information records and files in the area of responsibility;
- Provide briefing and debriefing to staff members including answering queries on benefits and entitlements and personnel-related procedures;
- Handle non-routine and complex cases; undertake research and analysis of entitlements and employment conditions and draft correspondence for Human Resources Officers';
- Coordinate support to the recruitment process of all categories of staff and non-staff including advising managers on the preparation of vacancy announcements; coordinate interview arrangements with departments and applicants and prepare offers/terms of employment;
- Provide assistance to managers in the preparation of job profiles; provide advice on proposed changes to post functions; collect background information on post management and update organization charts and staffing tables;
- Research, compile and analyze information and statistics related to posts and staff; prepare briefs, reports or topical papers on trends and support management in control of the staffing function; monitor and verify post management records;
- Assist in drafting of human resources policy papers and in the development and delivery of a range of staff development and training programs;
- Supervise, train and provide guidance to other human resources support staff in the work unit;
- Recommend improvements to human resources systems and processes;
- Perform other duties as required.

Impact of work

The incumbent's work affects the efficiency, effectiveness, accuracy and timeliness of the human resources services provided by the work unit. He/she plays a lead role in the coordination and provision of the human resources support services for the successful achievement of the Division/Office's mandate.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Five years of relevant experience in administrative and human resources support work

Languages: Working knowledge (Level C) of English, French or Spanish and limited knowledge (Level B) of one of the other official FAO languages

IT Skills: Very good knowledge of the MS Office applications, Internet and office technology equipment

Technical Skills

- Thorough knowledge of the essential elements of human resources activities and transactions
- Thorough knowledge of ERP corporate computerized administrative systems
- Ability to draft correspondence clearly and concisely
- Multi-tasking skills and demonstrated ability to work effectively under pressure to strict deadlines.
- Knowledge of statistical analysis and reporting.
- Initiative, judgement, courtesy, tact and ability to establish effective working relationships with people of different national and cultural backgrounds

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments.
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. 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.

If you need help, or have queries, please contact: iRecruitment@fao.org

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