



Issued on: 9 March 2016

Deadline For Application: 6 April 2016

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Budapest, Hungary
ORGANIZATIONAL UNIT:	Shared Services Centre (SSC) Deputy Director-General Operations (DDG-O)	DURATION *:	Fixed-term: 2 years (with possibility of extension)
		POST NUMBER:	2000531
		CCOG CODE:	1A06d

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
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.

Organizational Setting

The Shared Services Centre (SSC) recommends and administers process management and procedures that need to be executed effectively; ensure the management of quality assurance activities associated with the transactional processes and implementation of service delivery; continuously improve the satisfaction of its customers, internal or external, while pursuing a continuous improvement agenda that will drive up service excellence while driving down the costs of service delivery through process standardization, process automation and self-service capabilities

The post is located in the Shared Services Centre (SSC) in Budapest, Hungary

Reporting Lines

The Human Resources Officer reports to a Senior Human Resources Officer under functional guidance of the Director, OHR.

Technical Focus

The Human Resources Officer provides human resources services to SSC clients, high level of customer service and prompt response time, effectively supervises and provides technical guidance to staff, ensuring consistency and accuracy in applying HR rules and regulations and implementing corporate decisions.

Key Results

The delivery of "Non-Staff/Consultant" HR Services in the FAO Shared Service Centre 'Hub' Offices to geographically dispersed non-staff/consultants and recruiting offices

Key Functions

- Supervises and provides guidance to staff in the processing of 'Non-Staff/Consultant' HR service requests;
- Reviews cases, interprets FAO rules, regulations, policies and procedures and makes determinations within delegated authority;
- Responds to requests from managers and/or non-staff, discusses remuneration and types of contracts, and provides information and options/solutions to resolve specific problems/issues;
- Undertakes special studies/reviews;
- Contributes to changes in HR servicing policies, procedures and tools to improve service delivery;
- Mentors staff and promotes best practices, continuous learning and capacity development;
- Prepares various reports.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in human resources management, public or business administration or a related field
- Three years of relevant experience in human resources management and administration
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

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

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Familiarity with automated human resources management systems
- Extent and relevance of experience in human resources management and administration preferably in staff servicing
- Ability to analyze complex HR issues

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- 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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