



Issued on: 17 June 2016

Deadline For Application: 15 July 2016

POSITION TITLE:	<b>Human Resources Officer (Social Security)</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	Social Security and Administrative Law Branch (OHRs) Office of Human Resources (OHRD)	DURATION:	<b>Short Term: 11 months</b>
		POST NUMBER:	<b>2005895</b>
		CCOG CODE:	<b>1.A.06</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**

### Organizational Setting

This position is located in the Social Security Unit, Social Security and Administrative Law Branch (OHRs).

OHRs coordinates and provides advice and information on pension, social security and insurance schemes and provisions for FAO and other Rome-based agencies. It administers the UN Joint Staff Pension Fund (UNJSPF) on behalf of FAO and WFP current and former staff members, investigates requests for recognition of accidents/illnesses as Service-Incurred, administers related compensation benefits and manages medical and other insurance plans offered to Rome-based UN staff, FAO/WFP consultants and other non-staff and retirees. OHRs also raises awareness on Field Staff Safety and Security measures as well as on HIV/AIDS issues.

The Social Security Unit is organized into three operational services, a structure that reflects a functional approach while respecting the confidentiality of staff information. Those units are:

- Pensions
- Staff Compensation
- Insurance

The incumbent oversees and coordinates communication with all Clients on the day-to-day activities and the application of human resources policies, rules and regulations as well as standards related to Social Security Benefits (Pensions, Medical/Life/Non-Medical Insurance schemes and Compensation Plan for Service-Incurred Accidents, Illnesses and Death).

### Reporting Lines

The Human Resources Officer reports to the senior Human Resources Officer in OHRs.

### Technical Focus

Social Security Benefits including Pensions, Medical/Life/Non-Medical Insurance schemes and Compensation Plan for Service-Incurred Accidents, Illnesses and Death.

### Key Results

The provision of human resource services to management and staff.

### Key Functions

- Plans and delivers services in designated human resource field(s);
- Consults with 'designated business partners' on specific HR requests, issues, and problems, and provides advice, policy interpretations, and options on how to proceed;
- Analyzes requirements and researches and analyzes information, data, statistics, and/or trends for the preparation of plans, strategies, reports, policies and/or other products;
- Reviews on-going service delivery, related policies, procedures, systems to recommend changes, develop proposals, and coordinate updates/revisions;
- Collaborates in the development of information/training materials and products to increase understanding of HR services and policies, promote capacity development and facilitate change across the Organization;
- Researches and provides information to management and staff to resolve problems and/or reach agreement on various issues;
- Leads short-term work groups and participates on Organization-wide committees and working groups.

### Specific Functions

- Ensures the appropriate application of Staff rules and Regulations on social security benefits, monitors and coordinates the day-to-day operational activities of the Unit to improve productivity, efficiency and quality of service delivery ;
- Drafts performance reports, recommendations, statistics, cost analysis, trends and periodic reports to Senior Management, Committees, UNJSPF and other Third Parties relating to the provision of social security benefits;

- Reviews relevant rules, regulations, policies and procedures for compliance with changes to social security and proposes amendments as necessary; coordinates updates as approved;
- Participates in the processes of tendering, analysing bids, negotiating of services and ensuring adherence to service level agreements and suggests modifications when needed;
- Oversees the briefing and enrolling of Retirees in After Service Medical Coverage (ASMC), monitoring responses to any queries;
- Ensures all clients records are maintained for social security benefits;
- Supervises, coaches and trains junior staff of the Unit.

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## Candidates will be assessed against the following

### Minimum Requirements

- Advanced University degree in Law, Business Administration, Economics, Finance, HR Management or a related field
- Five years of relevant experience in human resources management and administration, administrative law, including administration of employee benefits
- Working knowledge of English and limited knowledge of another FAO language (Arabic, Chinese, French, Russian or Spanish)

### Competencies

- Results Focus
- Team Work
- 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
- Extent and relevance of experience, preferably in human resources management and/or administration, administrative law, including administration of employee benefits

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

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## All candidates should possess computer/word processing skills

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### HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach to the online profile a letter of motivation.
- 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](mailto:iRecruitment@fao.org)

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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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