



Issued on: 30 June 2016

Deadline For Application: 21 July 2016

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of Human Resources (OHR)	DURATION:	Short Term: 11 months
		POST NUMBER:	2005914
		CCOG CODE:	1.A.06

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

OHR develops, recommends and facilitates implementation of human resources policies, procedures and services and advises management on appropriate measures and strategies to ensure that the Organization attracts, develops and retains a diverse, skilled and highly motivated workforce. OHR administers the Organization's human resources management programmes, in particular in the areas of human resources policy development, position management, recruitment, mobility, training and social security. It supports the HR Units and staff throughout the Organization, in the SSC and the Regional Offices, to ensure that HR processes and programmes are delivered in a consistent, effective and efficient manner.

Reporting Lines

The Human Resources Officer reports to a Senior Human Resources Officer.

Technical Focus

Human resources policy development, workforce planning, recruitment, mobility, internships.

Key Results

The provision of human resource services to management and staff

Key Functions

- Processes, coordinates arrangements, and delivers services in an HR discipline;
- Researches and analyzes human resource policy and service delivery issues, maintains operational statistics, and prepares related reports;
- Develops and maintains HR systems, processes and practices;
- Contributes to the development of information and training materials and coordinates and assists in the presentation of information/ training sessions to management and staff;
- Provides HR information and advice to management and staff;
- Participates on project teams and work groups.

Specific Functions

- Ensures the appropriate application of Staff rules and Regulations, monitors and coordinates the day-to-day operational activities of the Unit to improve productivity, efficiency and quality of service delivery ;
- Drafts reports, recommendations, statistics, cost analysis, trends and periodic reports to Senior Management, Committees, relating to the provision of HR services;
- Reviews relevant rules, regulations, policies and procedures for compliance as necessary; coordinates updates as approved;
- Supervises, coaches and trains junior staff of the Unit.

Candidates will be assessed against the following

Minimum Requirements

- Advanced University degree in human resources, management, business administration, organizational development, industrial psychology 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
- 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 in human resources management and administration
- Extent and relevance of experience in development and implementation of human resources policies and procedures
- Familiarity with automated human resources management system
- Ability to analyze complex 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.
 - 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.
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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://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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