



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4055

Issued on: 19 April 2017

Deadline For Application: 10 May 2017

Position Title:	National Professional Officer (Payroll And Benefits)	Grade Level:	N-2
		Duty Station:	Hungary, Budapest
Organizational Unit:	Office of Chief - Shared Services Centre, CSSDD	Duration *:	Fixed Term: 1 year (with a possibility of extension)
		Post Number:	2006340
		CCOG Code:	1A12

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/

Reporting Lines

The NPO (Payroll and Benefits) reports to the Payroll and Benefits Officer, P4.

Technical Focus

Payroll and Benefits for all locations.

Key Results

Effective and efficient coordination and provision of Payroll and Benefits activities.

Key Functions

- Organises and coordinates the activities for the generation of payroll payments for staff and Non Staff Human Resources (NSHR), ensuring the correct calculation and timely payment of salaries, honoraria and other entitlements due, ensuring that the Oracle
- Advance Benefits (OAB)/Payroll calculation processes are without error;
- Supervises the maintenance of the payroll salary scales (General Service and Professional), pay factors (child allowance, spouse allowance, language allowance, etc.) thresholds, and post adjustments for the correct running of Payroll;
- Monitors the interface between the payroll calculation and other sub-systems such as AP, Credit Union, Telephone billing, Overtime and Night differential;
- Identifies problems and recommend solutions where the system does not behave as expected and propose changes to improve the Organization's systems and procedures in terms of increased effectiveness and efficiency, handling the relevant testing in test environments;
- Reviews and answers queries on system and payroll related matters as well as queries relating to administrative and financial rules and regulations of the Organization and take appropriate action;
- Coordinates and verifies the processing of specific exceptions actions (e.g. data corrections, overrides, retroactive actions) related to the HR system;
- Attends regular meetings and reports on the outcome of each monthly cycle and ad hoc/related meetings;
- Performs other related duties, as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- National of Hungary
- University degree in Business Administration, Finance, Human Resources or related field and four years of relevant experience in accounting, financial administration including experience of computerised payroll/benefits

- systems or advanced university in Business Administration, Finance, Human Resources or related field and two years of relevant experience in accounting, or financial administration including experience of computerised payroll/benefits systems
- Working knowledge of English
- Working Knowledge of the local language (Hungarian)

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
- Extent and relevance of experience in in accounting, or financial administration ; including experience of computerised payroll/benefits systems
- Extent of knowledge of UN or standard rules and procedures is considered an asset
- Knowledge of an Enterprise Resource Planning (ERP) business management software (e.g. Oracle, SAP)

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

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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