



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4095

Issued on: 2 May 2017

Deadline For Application: 23 May 2017

Position Title:	Human Resources Officer	Grade Level:	P-3
		Duty Station:	Italy, Rome
Organizational Unit:	Office of Human Resources	Duration *:	Fixed term: two years with possibility of extension
		Post Number:	0727946
		CCOG Code:	1A06

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

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 talent acquisition, 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 talent acquisition, workforce planning and job classification, recruitment, staff development, social security.

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

- Advises departments in identifying trends, in developing and implementing staffing plans and in monitoring and reporting on the implementation of the impact of staff plans;
- Provides technical advice on recruitment, selection and staff development;
- Advises on the best approach in meeting organizational and structural requirements; provides guidance in the interpretation and application of classification policies and promote awareness, understanding and support for job families, classification and standards, organizational design and workforce planning;
- Participates in the work of the Professional Staff Selection Committee (PSSC) and General Service Staff Selection Committee (GSSC), and provides quality advice on selection procedures and other related matters;
- Participates in interviews of candidates as HR representative, providing advice on the appropriate procedures and

- guidelines and ensuring consistency of the selection process;
- Drafts the PSSC/GSSC submissions and shares them with the other committee members for review, incorporation of comments and final approval;
- Provides advice on workforce and succession planning to support dynamic evolution of structures and effective deployment of post resources;
- Performs other related duties as required;
- Supervises, coaches and trains junior staff of the Office

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in human resources management, public or business administration, law or a related field
- Five 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
- Extent and relevance of experience in human resources management and administration in international organizations.
- Extent and relevance of experience in development and implementation of human resources policies and procedures in the UN system is considered a strong asset
- Familiarity with automated human resources management ERP systems

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 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/iemployment-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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