



Issued on: 16 May 2017

Deadline For Application: 6 June 2017

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POSITION TITLE:	<b>Senior Human Resources Officer</b>	GRADE LEVEL:	<b>P-5</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	Office of Human Resources, OHR	DURATION*:	<b>Fixed Term: 2 years with possibility of extension</b>
		POST NUMBER:	<b>0727873</b>
		CCOG CODE:	<b>1.A.06</b>

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

**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**

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### 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 Senior Human Resources Officer reports to the Deputy Director.

### 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

- Leads HR multi-disciplinary team(s), leads and/or participates on Departmental teams/committees, leads and/or participates on organization-wide committees and represents FAO at inter-agency meetings;
- Analyzes HR strategic/business/service objectives, HR reform priorities and the latest trends in human resources management to provide critical input into HR plans and strategies, HR functional stream work plans and priorities as well as the supporting operational, policy, system, tools and reporting frameworks;
- Supervises staff, oversees the delivery of multi-disciplinary HR programmes, policies, products, and services and prepares a variety of plans, strategies, reports and proposals;
- Provides HR advice and expertise to managers across the organization as well as promotes a stronger 'business partner approach' for more effective workforce management;
- Promotes and pilots new HR concepts and initiatives, manages related projects and consultants, and plays a lead role in the implementation process;
- Plans and develops consultation/communication/information/training programmes and products to promote understanding of HR programmes, services and policies, increased capacity development and facilitate the introduction of 'Change' across the Organization;
- Represents the Organization in formal meetings, negotiations, and/or mediation/problem resolution meetings to reach agreement on various HR issues and/or to resolve difficult or contentious problems;
- Reviews and monitors HR services to identify trends and problem areas and recommend corrective action or new approaches.

### Specific Functions

- manage the Branch by setting goals and objectives, monitoring efficiency; contribute towards the biennial programme of Work and Budget and Annual Work Plan, including identification, guidance, supervision and quality control of the outputs of work and reporting on main activities;
- participate and provide input to the HR planning of the Organization by consistent and efficient advice to managers and assistance in designing recruitment strategies; supporting departments in development and monitoring of the recruitment plans and in reporting on their implementation and impact;
- lead the development of recruitment policies and procedures to deploy staff effectively to favour pro-active recruitment and improved geographical representation and gender balance;
- build awareness and understanding of HR recruitment policies and effective interaction through automated media; provide expert advice to clients on recruitment and selection matters, in order to identify and select highly qualified candidates efficiently and effectively;
- co-ordinate and guide the provision of information to FAO staff and external applicants on the FAO external and internal

- web-sites or by means of printed materials;
- coordinate support to both Departmental/Regional Professional Staff Selection Committee (s) and General Service selection committees and their effective operation;
- organize and lead development and maintenance of a network of recruitment sources to facilitate the identification of highly qualified candidates;
- Perform other related duties as required.

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## 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
- Ten 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 HR management and strategies, and specifically recruitment issues; good knowledge and experience in human resources management in the United Nations common system is considered a strong asset and/or other international organisations, private sector or national government systems
- Extent and relevance of experience with computerized HR systems and their application
- Leadership and people management skills, team-work; demonstrated ability to lead projects and supervise the work of others
- Excellent inter-personal and negotiating skills, client orientation

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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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### 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.

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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](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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### HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/i-recruitment-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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**