



Food and Agriculture Organization of the United Nations

VACANCY ANNOUNCEMENT N°: IRC4500

CALL FOR EXPRESSIONS OF INTEREST

Issued on: 15 August 2017

Deadline For Application: 15 September 2017

ROSTER: HUMAN RESOURCES SPECIALISTS

TYPE OF CONTRACT: International Consultant

JOB TITLE: HUMAN RESOURCES SPECIALIST

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: OFFICE OF HUMAN RESOURCES, OHR

DURATION: Up to 11 months, with 3-month probationary period, on a WAE basis

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

**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.**

Organizational Setting

The Office of Human Resources 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, staff development 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.

FAO International Consultants and Call purpose

The Organization frequently engages experts to work on short-term projects as international consultants. The functions of a consultant are results-oriented and normally involve analyzing complex issues, directing seminars or training courses, preparing documents for conferences and meetings, or writing reports on matters within their area of expertise.

An international consultant is engaged by the Organization to provide expertise, skills or knowledge for the performance of a specific task or piece of work, which would be short-term by nature. The assignment may involve full-time or part-time functions similar to those of staff members.

The assignment can be from 1 month up to 11 months. The possibility of extension is subject to satisfactory performance and depending on the resources and needs of the Organization.

The objective of the Call is to attract talents with experience and background in Human Resources to populate the Human Resources Specialists Roster. Experts who are registered in the Roster are available for consideration whenever relevant opportunities arise in different areas of the Office of Human Resources.

Reporting Lines

The Human Resources Specialist reports to a Human Resources Officer.

Technical Focus

Recruitment and talent acquisition, job classification and performance management, staff development and social security .

Specific functions

- Collaborates in outreach campaigns for the dissemination of FAO vacancy announcements through specialized networks and media, with the objective of increasing the quantity and quality of applicants to FAO vacancy announcements;
- Liaises with the social media team in the Office of Corporate Communications to undertake special targeted campaigns as needed;
- Liaises with vacancy managers in hiring units to identify the ideal profile of applicants for specific announcements, and proactively ensure a wide talent pool of applicants to the advertised positions;
- Supports the hiring units to identify the appropriate selection process following the organizational policy;
- Supports in the maintenance of updated rosters of candidates, records of selection processes and statistics;
- Participates in interviews of candidates as Rapporteur, drafting selection reports and sharing them with the Human Resources Officer for circulation to 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;
- Supports HR initiatives in the areas of performance management, staff development and social security.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in human resources management, languages, public or business administration, law or a related field
- Five years of relevant experience in human resources management and/or administration
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

FAO Core 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
- 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

Terms and Conditions

- Language certificates should be submitted as attachments as proof of the level of knowledge of languages indicated in the online applications.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted.
- Applicants unable to provide the above mentioned certificates will be tested through online assessments.

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

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews. If selected, candidates will be notified of their inclusion on the Human Resources Specialists Roster.
- FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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

FAO IS A NON-SMOKING ENVIRONMENT

