



Issued on: 9 November 2017

Deadline For Application: 30 November 2017

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Office of Human Resources, OHR	DUTY STATION:	Various locations
		DURATION *:	Fixed-term: 2 years with possibility of extension
		POST NUMBER:	Unidentified
		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, recruitment and application of corporate policies and procedures. 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, recruitment.

Key Results

Comprehensive HR expertise for the planning and delivery of multi-disciplinary HR programmes, products and services and the development of related policies and specialized tools and systems.

Key Functions

- Leads projects and/or work teams, leads and/or participates on Division teams, provides secretariat services and/or professional HR expertise on Organization-wide HR committees and working groups and represents FAO at inter-agency meetings;
- Plans and delivers HR programmes, products and services including related policies, systems and tools to facilitate the effective recruitment, management, development and retirement of the FAO workforce;
- Analyzes HR requirements, information, data, statistics, relativities, trends, problems, and/or issues to support service delivery, new HR initiatives, and the preparation of plans, strategies, reports, policies and/or other products;
- Provides specialist HR advice and expertise to designated 'business partners' on specific or complex cases, staff requirements, policy interpretation issues, labour relations issues and/or best practices, etc.;
- Manages special projects and provides guidance to consultants for the development and implementation of new HR products, tools, and systems;
- Develops information, training materials and products to increase understanding of HR programmes, services and policies, promote capacity development and facilitate the introduction of 'Change' across the Organization;
- Provides information and assistance to management and staff to resolve problems and/or reach agreement on complex issues;
- Develops relevant performance criteria and indicators to evaluate HR programmes, products and services.

Specific Functions

- Interpret and applies FAO rules and regulations as well as policies and procedures governing human resources management;
 - Manages and oversees the selection, recruitment and appointment of employees and provide support to the relevant selection panels;
 - Advises management and supports the proactive and systematic implementation of corporate HR policies and programmes;
 - Guides and advises managers at headquarters and regional offices on issues regarding talent acquisition, management of rosters of candidates and workforce planning
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in law, human resources, business administration, industrial psychology or a related field
- Seven 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, administration and staff servicing
- Extent and relevance of experience in recruitment and talent acquisition
- Familiarity with automated human resources management 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 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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