



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.: IRC5680

Issued on: **8 August 2018**  
Deadline For Application: **29 August 2018**

<b>Position Title:</b>	Human Resources Officer (Head Regional HR Unit)	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	Chile, Santiago
<b>Organizational Unit:</b>	Regional Office for Latin America and the Caribbean (Santiago), RLC	<b>Duration *:</b>	Fixed term: 2 years with possibility of extension
		<b>Post Number:</b>	0907251
		<b>CCOG Code:</b>	1A06

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

- **FAO is committed to achieving workforce diversity in terms of gender and nationality.**
- **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 Regional Office for RLC is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RLC also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RLC develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs). The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in the Regional Human Resources Unit, RLC.

### Reporting Lines

The Human Resources Officer reports to the Senior Administrative Officer and receives technical supervision from the Director, OHR, with the overall supervision from the Assistant Director-General, Regional Representative and the Deputy Regional Representative for Latin America and the Caribbean.

### Technical Focus

Human resources talent acquisition, workforce planning, recruitment, organizational design, staff development.

### 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, labor 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 Changes 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.

---

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in human resources, management, business administration, organizational development, industrial psychology or a related field
- Seven years of relevant experience in human resources management and administration, including human resources policy, recruitment, organizational design, job classification or staff development,
- Working knowledge of English (level C) and limited knowledge (level B) of Spanish

### 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
- Ability to identify issues, proactively formulate opinions and analysis, draw conclusions and recommendations on HR management
- Extent and relevance of experience in human resources planning and management, including recruitment, organizational design, job classification, staff development, including development and implementation of human resources procedures;
- Working knowledge (level C) of Spanish would be desirable
- 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
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station
- 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](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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**