



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5691

Issued on: 13 August 2018

Deadline For Application: 03 September 2018

Position Title:	Human Resources Officer (Social Security)	Grade Level:	P-3
		Duty Station:	Italy, Rome
Organizational Unit:	Office of Human Resources, OHR Social Security Branch, OHRS	Duration *:	Fixed term: two years with possibility of extension
		Post Number:	0038121
		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

- [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

OHRS coordinates and provides advice and information on pension, social security and insurance schemes and provisions for FAO and other Rome-based agencies. It administers the United Nations Joint Staff Pension Fund (UNJSPF) on behalf of FAO and WFP current and former staff members, investigates requests for recognition of accidents/illnesses as Service-Incurred, administers related compensation benefits and manages medical and other insurance plans offered to Rome-based UN staff, FAO/WFP consultants and other non-staff and retirees.

The incumbent oversees the day-to-day operations on Pensions, Life/Medical Insurance schemes and Compensation Plan for Service-Incurred Accidents, Illnesses and Death and identifies financial requirements for each area, under the supervision of the Office of Human Resources and in consultation with relevant offices in accordance with Financial rules and regulations. He/she ensures that the application of the United Nations Pension regulations, human resources policies, as well as Staff rules and regulations.

This position is located in the Social Security Branch, OHRS.

Reporting Lines

The Human Resources Officer reports to the Senior Human Resources Officer in OHRS.

Technical Focus

Reviews, provides and monitors the Social Security Benefits as applicable to staff, non-staff, and retirees for Rome-based agencies including Pensions, Medical/Life Insurance schemes and Compensation Plan for Service-Incurred Accidents, Illnesses and Death, as well as identifies financial requirements including payroll operations and payment transactions.

Key Results

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

- Monitors and coordinates the day-to-day activities of the services of the Branch to improve productivity, efficiency and quality of service delivery in collaboration with other Offices of the Organization and contributes to the implementation of new or modified policies, developments, projects and workflows;

- Provides performance reports, recommendations, statistics, cost analysis, trends and periodic reports to Senior Management, Committees, UNJSPF and other Third Parties relating to the provision of Social Security benefits; including verifying reports received from various Offices of the Organization;
- Reviews relevant Manual Sections for compliance with changes to Social Security proposing required changes and coordinating updates as approved;
- Ensures the appropriate application of human resources policies, Staff rules and regulations in the area of Social Security benefits, suggesting changes and modifications when necessary;
- Participates in the processes of tendering, analysing bids, negotiating of services and ensuring adherence to service level agreements and suggests modifications when needed;
- Provides authoritative interpretations, guidance and advice to staff, participants and beneficiaries with respect to operational practices and requirements for Social Security related benefits;
- Ensures all clients records are maintained accurately for Social Security benefits database;
- Identifies and resolves financial gaps and discrepancies in entitlement and benefits and undertakes payroll operations and payment transactions, in coordination with relevant offices and in accordance with Financial rules and regulations;
- Oversees the UNJSPF beneficiary designation, payment instructions and provide calculations of pension benefits;
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University Degree in Law, Finance, Business Administration, Human Resources Management or other related fields
- Five years of experience in administration, including experience in administration of employee benefit programmes and social security matters.
- Working knowledge of English, French or Spanish , and limited knowledge of one of the other two or Arabic, Chinese or 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 either Social Security Benefits, finance (payroll and payment), or human resources management; or a combination of at least two of these areas
- Extent and relevance of experience in finance especially in the areas of payroll, payment transactions, and cost recovery activities
- Demonstrated experience in drafting clearly and concisely reports and policy papers preferably in English
- Demonstrated experience with Enterprise Resource Planning (ERP)
- Knowledge of employee insurance schemes and/or benefit programmes would be an asset
- Familiarity with the United Nations Pension policy and the United Nations payroll logics and operations would be an asset

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 recognized 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

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

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