



Food and Agriculture Organization of the United Nations

**PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC6020**

Issued on: **13 December 2018**

Deadline For Application: **17 January 2019**

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<b>POSITION TITLE:</b>	<b>Ombudsman/Ethics Officer</b>	<b>GRADE LEVEL:</b>	<b>P-5</b>
		<b>DUTY STATION:</b>	<b>Rome, Italy</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Legal and Ethics Office, LEG</b>	<b>DURATION*:</b>	<b>Fixed Term: 2 years (renewable for an additional maximum of 3 years)*</b>
		<b>POST NUMBER:</b>	<b>2004720</b>
		<b>CCOG CODE:</b>	<b>1L</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

- **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.**

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### Organizational Setting

The Office of the Legal Counsel ensures that the Organization's activities are carried out in accordance with its Constitution and the other Basic Texts of the Organization, in a manner consistent with its status as an inter-governmental organization of the United Nations system, and that its relationships with governments, organizations and individuals are on a sound legal basis.

### Reporting Lines

The Ombudsman/Ethics Officer reports to the Deputy Director-General (Operations) within the administrative framework of the Legal and Ethics Office

### Key Results

Foster a harmonious and engaging work environment thus contributing to greater organizational and operational efficiency at Headquarters and in decentralized offices by providing confidential, impartial and independent advice on conflicts and problems and seeking mutually acceptable solutions through informal means

### Key Functions

- Acts as a neutral interlocutor, who provides FAO staff at large with confidential, impartial and independent advice on conflicts and disputes, including the options and avenues for their settlement

### Specific Functions

- reviews employment related complaints; supports the development of fair solution by informal means, such as discussions involving all parties; advises on options and avenues open to parties, resolve conflicts, including referring to other competent units in the Organization;
- provides annual reports to the Deputy Director-General (Operations) to be made available to FAO staff at large, which shall include useful information of a general nature regarding the cases handled as well as recommendations for changes in policies, procedures and practices with a view to improving employment and workplace environment in the Organization;
- contributes to developing and strengthening a workplace and culture that uphold the values of the Organization, its ethical and functional integrity, respect for the dignity, diversity and rights of staff, in compliance with the Organization's Staff Regulations, Rules and Manual provisions and the Code of Conduct for International Civil Servants;
- coordinates and administers the Organization's financial disclosure programme in accordance with the rules and procedures established by the Organization;
- coordinates and manages the Organization's mediation programme in accordance with the Organization's policy
- makes, when appropriate, proposals to Office of Human Resources on learning activities concerning the prevention and resolution of conflicts, skills and theory of negotiation, and on ethics and integrity-related issues;
- participates in relevant inter-agency United Nations fora and discussions and undertakes travel to any region or country as may be required for the completion of his/her duties and responsibilities;
- performs other duties as required.

**(\*)The selected candidate will not be eligible for any other appointment in FAO either during or after his/her assignment as Ombudsman**

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree in law, public administration, human resources, social sciences, or any related subject
- Ten years of relevant experience as a mediator and/or ombudsman, or as a human resources manager involved in functional integrity/ethics related matters and conflict resolution in a multicultural environment
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

## Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

## Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent and relevance of experience involving ombudsman functions, alternative conflict resolution or mediation, functional integrity related matters and compliance programmes in an multicultural work environment and international setting
- Demonstrated ability to independently plan and prioritize own work and work under tight deadlines
- Working knowledge of English and of another FAO official language is considered a strong asset.
- Demonstrated ability and experience in preparing clear and concise reports;
- Extent and relevance of training in the area of conflict resolution or mediation would be an asset
- Familiarity with international organizations' or UN Common System's rules would be an asset

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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
- 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

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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/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**