



Issued on: 21 October 2013

Deadline For Application: 18 November 2013

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Budapest, Hungary
ORGANIZATIONAL UNIT:	Shared Services Centre, CSS	DURATION *:	Fixed Term: 2 years
	Corporate Services, Human Resources and Finance Department, CS	POST CODE/N°:	Two posts (2001097 and 2000530)
		CCOG CODE:	1A06d

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
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.

DUTIES AND RESPONSIBILITIES

Under the overall functional guidance of the Director, OHR, the supervision of the Chief, SSC, Budapest with a direct report to a senior Human Resources Officer SSC, Budapest, the Human Resources Officer will provide a range of human resources services and provide supervisory and technical guidance to the staff involved in all phases of their work. In particular, the incumbent will:

- brief and advise staff on the terms and conditions of their employment;
- provide advisory service to supervisors, recommending human resources-related solutions; undertake special studies and reviews;
- resolve difficult and unusual problems related to conditions of employment, analyze individual cases and interpret and apply FAO rules, regulations, procedures and policy governing human resources management; make recommendation and take appropriate action;
- process requests for human resources-related actions, determine and approve within delegated authority salary, entitlements, travel, social security and other benefits for FAO staff and dependents;
- review and approve the establishment of short-term posts;
- identify needs for modification to existing practices and procedures and participate in the development and implementation of efficient procedures and systems for the provision of Human Resources services for general use across the Organization;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Human Resources management, public or business administration or a related field
- Five years of relevant experience in human resources management and administration, including experience in staff servicing
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and extent of experience in human resources management, administration and staff servicing
- Experience in development and implementation of human resources policies and procedures
- Familiarity with automated human resources management system
- Demonstrated experience and ability to train and supervise staff
- Quality of both oral and written communication skills and client orientation
- High degree of tact, diplomacy and discretion and ability to maintain confidentiality

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT