



Issued on: [ ]

Deadline For Application: [ ]

POSITION TITLE:	<b>ASSOCIATE PROFESSIONAL OFFICER (HUMAN RESOURCES)</b>	GRADE LEVEL:	<b>P-2</b>
ORGANIZATIONAL UNIT:	<b>Office of Human Resources, OHR</b>	DUTY STATION:	<b>Rome</b>
		DURATION* :	<b>Fixed-term: one year with the possibility of extension</b>
		POST NUMBER:	<b>To be determined</b>
		CCOG CODE:	<b>1A06</b>

\* 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 human resources policy development, position management, recruitment, mobility, training and social security. It supports 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

The post is located in Rome. [ ]

**Reporting Lines**

The Human Resources Officer reports to [the Senior Officer]

**Technical Focus**

Staffing and Recruitment in particular FAO/Associate Professional Programme and collaboration with the Chinese Science Council.

**Key Results**

- The provision of human resource services to management and staff

**Key Functions**

- Processes, coordinates arrangements, and delivers services in an HR discipline;
- Researches and analyzes human resource policy and service delivery issues, maintains operational statistics, and prepares related reports;
- Develops and maintains HR systems, processes and practices;
- Contributes to the development of information and training materials and coordinates and assists in the presentation of information/ training sessions to management and staff;
- Provides HR information and advice to management and staff;
- Participates on project teams and work groups.

**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
- Three 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 ensuring compliance to rules and regulations and expressing sound judgement

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- Familiarity with automated human resources management systems
- Extent and relevance of experience in human resources management and administration

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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.
- Other similar positions 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.

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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**