



Food and Agriculture Organization of the United Nations

GENERAL SERVICE VACANCY ANNOUNCEMENT No: SSC – 03/11

Issued on: 9 March, 2011

Deadline For Application: 23 March, 2011

POSITION TITLE:	Human Resources Assistant	GRADE:	G-6
LOCATION:	Budapest, Hungary	DURATION:	Fixed-Term one year
ORGANIZATIONAL UNIT:	HR Staff Servicing, Shared Services Centre	POST NUMBER:	Unidentified
		OCC CODE:	2A06d

DUTIES AND RESPONSIBILITIES

Under the supervision of the Human Resources Officer, SSC/Budapest, the incumbent will receive requests for human resources actions and recommend salary level, entitlements, travel, social security and other benefits for FAO staff and dependants or coordinate and supervise work of the Shared Services Centre in receipt of telephone requests on human resources matters and ensure adequate responses. In particular, will:

- provide briefing and debriefing to staff members;
- supervise clerical staff including providing training, advice and assistance to other Human Resources Clerks; plan and assign work; ensure maintenance of appropriate records and follow-up systems and that action is initiated and taken in due time; ensure attendance records are kept up-to-date;
- handle non-routine cases, as well as complex cases as assigned, requiring research and analysis of entitlements and employment conditions, drafting of correspondence or contacts to obtain information needed for decision making;
- process transactions, including verifying data regarding salary, termination and separation payments, leave and salary advances;
- be responsible for drafting offers of appointment, ensuring all necessary actions, clearances, etc. are taken, including relevant information on terms and conditions of service;
- provide advice to client divisions concerning offers of appointment, promotion, transfers, change of status, leave and separation requiring extensive reference to FAO Manual on established practices and procedures, and prepare correspondence on related matters;
- perform other related duties as required.

QUALIFICATIONS – ESSENTIAL

Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications

Education: Secondary school education

Experience: Five years of administrative experience including three years in human resources related work and one year at the G-5 level

Language: Working knowledge (level C) of English

Other: Extensive knowledge of general HR principles, rules, regulations and practices in international or large organisations. Knowledge of financial /HR computerized systems. Ability to organise and delegate work, establish priorities, standards and deadlines and ensure they are met. Ability to draft and review correspondence and documentation, ensuring accuracy and consistency with organizational formats and rules. Initiative in selecting and communicating efficient and effective means to organize the work flow within the office and to complete work assignments. Ability to recognize confidential and sensitive material and to handle it with a high level of discretion. Ability to interpret and adapt instructions. Ability to carry out and manage a high number of diverse activities and complex assignments using tact, discretion and persuasiveness. Ability to collaboratively work as a member of a team. Ability to give advice, guidance, appropriate instructions to a team of other GS staff. Initiative and discretion. Attention to detail and ability to meet deadlines. Computer literacy and ability to use effectively word processing and office automation equipment. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

QUALIFICATIONS – DESIRABLE

Limited knowledge (level B) of French or Arabic. Knowledge and experience within UN System.

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.

REMUNERATION

Level G-6 carries a net salary per year from 4,630,000 Forints to 6,220,000 Forints **prior to deduction** of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application quoting VA no. SSC – 03/11	E-mail: SSC-Vacancies@fao.org Address: FAO of the UN, Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 1 3011732
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