



Issued on: 5 July 2011

Deadline For Application: 2 August 2011

POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Social Security and Payroll Benefits Branch (CSHS)	DURATION *:	Fixed-Term: Three Years
	Human Resources Management Division	POST CODE/N°:	0038121
	Corporate Services, Human Resources, and Finance Department, CS	CCOG CODE:	1A06a

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

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Social Security and with leeway permitted for the exercise of independent judgement, the incumbent will coordinate communication with all Clients on the day-to-day activities and oversee the application of human resources policies, rules and regulations as well as standards related to Social Security Benefits (Pensions, Medical and Life Insurance schemes and Compensation Plan for service-incurred Accidents, Illnesses and Death). In particular, the incumbent will :

- monitor and coordinate the day-to-day activities of the services of the Branch to improve productivity, efficiency and quality of service delivery while coordinating with other Offices/Branches of the Organization, in collaboration with the Chief, the implementation of new or modified policies, developments, projects and workflows;
- provide 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 different Offices/Branches of the Organization;
- monitor relevant Manual Sections for compliance with changes to social security proposing required changes and coordinating updates as approved;
- ensure the appropriate application of Staff rules and regulations on social security benefits, suggesting changes and modifications when necessary;
- participate in the processes of tendering, analysing bids, negotiating of services and ensuring adherence to service level agreements in accordance with contracts with Branch Clients and suggest modifications when needed;
- oversee the briefing and enrolling of Retirees in After Service Medical Coverage (ASMC), monitoring responses to any queries;
- provide authoritative interpretations, guidance and advice to staff, participants and beneficiaries with respect to operational practices and requirements for social security related benefits;
- ensure all Clients records are maintained for social security benefits;
- liaise with other units in the Organization to resolve staff and/or beneficiary problems, issues and discrepancies in entitlements and benefits;
- oversee the UNJSPF beneficiary designation, payment instructions and provide calculations of pension benefits;
- co-ordinate and lead staff for the delivery of activities related to corporate policy development and social security benefits, and
- perform other duties as requested.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Law, Business Administration, HR Management or other related fields
- Five years of experience in administration, including experience in human resources and/or corporate policy development
- Working knowledge of English, French or Spanish , and limited knowledge of one of the other two or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in corporate policy development and/or human resources management
- Experience in drafting clearly and concisely reports and policy papers
- Ability to work accurately under pressure and to establish priorities
- Proven client orientation, ability to drive value and to deliver high quality within the necessary timeframe
- Ability to coordinate the work of others and to work effectively in multicultural teams
- Knowledge of employee insurance schemes and/or benefit programmes would be an asset

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

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To apply: visit the iRecruitment website at [HTTP://WWW.FAO.ORG/EMPLOYMENT/IRECRUITMENT-ACCESS/](http://www.fao.org/employment/irecruitment-access/) and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections.

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.

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