



Issued on: 26 July 2012

Deadline For Application: 23 August 2012

POSITION TITLE:	<b>Human Resources Officer</b>	GRADE LEVEL:	<b>P-4</b>
		DUTY STATION:	<b>Accra, Ghana</b>
ORGANIZATIONAL UNIT:	<b>Regional Office for Africa</b>	DURATION *:	<b>Fixed Term: 3 years</b>
	<b>RAF</b>	POST CODE/N°:	<b>Unidentified</b>
		CCOG CODE:	<b>1A06</b>

**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 duty stations depending on the evolving needs of the Organization**

#### **DUTIES AND RESPONSIBILITIES**

The Human Resources Officer works under the overall guidance of the Assistant Director-General/Regional Representative (ADG/RR), the supervision of the Senior Administrative Officer in the Regional Office as well as the functional supervision and oversight of the Human Resources Director.

Within the delegated authority, the Human Resources Officer will develop and maintain partnerships by managing the HR function within the Region. He/she will be the primary point of contact for all human resources queries in areas such as policy and procedures, recruitment and staffing, organizational design and job classification, staff learning and performance management, conflict management and mediation.

In particular, the incumbent will:

- advise management within the Region on the full range of human resources matters with emphasis on planning and management of human resources;
- interpret and apply FAO rules and regulations as well as policies and procedures governing human resources management;
- manage and oversee the selection, recruitment and appointment of staff and non-staff and provide support to staff selection panels;
- advise management and support the proactive and systematic implementation of staff development and learning programmes;
- guide and advise managers on organizational design, position management, succession planning and lead the implementation of the staffing needs assessment enabling the effective delivery of the work program in the Region;
- maintain close contact with HR Management at HQ to obtain guidance on technical aspects and keep abreast of the different HR initiatives and policies and maintain leading edge knowledge on human resources issues;
- represent HR Management at Regional level on human resources related matters;
- perform any other related duties.

#### **MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- University degree in Human Resources Management, Public or Business Administration or a related field
- Seven years of relevant experience in human resources management and/or administration, including experience in at least two of the following areas: development and implementation of human resources policies and procedures, staff development and learning, workforce planning, servicing, recruitment and staffing, organizational design and job classification
- 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 of experience in human resources management and administration
- Experience in an international setting, preferably within the United Nations Common System and in particular the development and implementation of human resources policies and procedures
- Familiarity with automated Human Resources Management ERP systems
- Ability to train and supervise staff
- Quality of both oral and written communication and interpersonal skills
- Ability to analyze complex human resources management issues and to make recommendations
- 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**

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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/>

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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 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.

**FAO IS A NON-SMOKING ENVIRONMENT**