



Issued on: 12 January 2015

Deadline For Application: 2 February 2015

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POSITION TITLE:	Human Resources Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Bangkok, Thailand
ORGANIZATIONAL UNIT:	Regional Office for Asia and the Pacific, RAP	DURATION :	Fixed-term: 2 years
		POST NUMBER:	0252603
		CCOG CODE:	1A06

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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.

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### Organizational Setting

The Regional Office for Asia and the Pacific, RAP is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RAP also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RAP develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs).

The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in the Shared Services Centre of RAP in Bangkok, Thailand.

### Reporting Lines

The Human Resources Officer reports to the Senior Administrative Officer under the functional guidance and oversight of the Director, Human Resources Office (OHR) at the HQ

### Technical Focus

Advise management and staff within the Region on the full range of human resources matters with emphasis on HR servicing functions

### Key Results

- Comprehensive HR expertise for the planning and delivery of multi-disciplinary HR programmes, products and services and the development of related policies and specialized tools and systems.

### Key Functions

- leads projects and/or work teams, leads and/or participates on Division teams, provides secretariat services and/or professional HR expertise on Organization-wide HR committees and working groups and represents FAO at inter-agency meetings;
- plans and delivers HR programmes, products and services including related policies, systems and tools to facilitate the effective recruitment, management, development and retirement of the FAO workforce;
- analyzes HR requirements, information, data, statistics, relativities, trends, problems, and/or issues to support service delivery, new HR initiatives, and the preparation of plans, strategies, reports, policies and/or other products;
- provides specialist HR advice and expertise to designated 'business partners' on specific or complex cases, staff requirements, policy interpretation issues, labour relations issues and/or best practices, etc.;
- manages special projects and provides guidance to consultants for the development and implementation of new HR products, tools, and systems;
- develops information, training materials and products to increase understanding of HR programmes, services and policies, promote capacity development and facilitate the introduction of 'Change' across the Organization;
- provides information and assistance to management and staff to resolve problems and/or reach agreement on complex issues;
- develops relevant performance criteria and indicators to evaluate HR programmes, products and services.

### Specific Functions

- manages and oversees HR servicing function by providing advice on entitlements and benefits matters, and ensures the efficient and effective delivery of services in compliance with the Service Level Agreements;
- interprets and applies FAO rules and regulations as well as policies and procedures governing human resources management;
- manages and oversees the selection, recruitment and appointment of staff and non-staff and provide support to staff selection panels;
- advises management and supports the proactive and systematic implementation of staff development and learning

- programmes;
- guides and advises 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;
- maintains close contact with the HR Management at HQ to obtain guidance on technical aspects and keeps abreast of the different HR initiatives and policies and maintains leading edge knowledge on human resources issues;
- represents the HR Management at Regional level on human resources related matters

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## 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
- Seven years of relevant experience in human resources management including experience in HR servicing (entitlements and benefits) and in at least one of the following areas: development and implementation of human resources policies and procedures, staff development and learning, workforce planning, 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 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 human resources management, administration and HR servicing (entitlements and benefits)
- Extent and relevance of experience in development and implementation of human resources policies and procedures
- Familiarity with automated human resources management systems

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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.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- 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 at the same level 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://icsc.un.org/rootindex.asp>

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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)

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