



Issued on: 11 September 2012

Deadline For Application: 09 October 2012

POSITION TITLE:	Senior Officer (Staff Relations)	GRADE LEVEL:	P-5
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Office of Assistant Director-General, CSD	DURATION *:	fixed-term: two years
	Corporate Services, Human Resources, and Finance Department, CS	POST CODE/N^o:	0037125
		CCOG CODE:	1.A.06

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

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Assistant Director-General, CS and with leeway for the exercise of independent judgement, the Senior Officer (Staff Relations) will develop and promote staff relations and corresponding policies throughout the Organization to create and implement a workplace and culture that uphold the values of the organization. In particular, the incumbent will:

- develop, promote and coordinate sound staff relations and related HR policies and practices;
- provide a consultative function, monitor and regularly seek, review and incorporate feedback into continuous improvement of HR policies and practices;
- participate in divisional/departmental meetings dealing with HR issues, act as focal point, coordinate and facilitate all contacts between FAO management and staff representatives;
- anticipate and evaluate problem areas in staff relations and liaise with appropriate units within the Organization to seek solutions and to drive greater consistency, transparency and accountability;
- provide advice to managers and staff by leading efforts towards managing conflict; by coaching managers in strategies and practices to resolve employee relations and advising staff and managers on work behavioural issues;
- manage and coordinate the FAO Mediation Program;
- act as Secretary of the Investigation Panel under the Policy on the Prevention of Harassment;
- anticipate and prepare studies and briefs for the HR Director on relevant staff relations issues;
- build and maintain partnership with other international organizations within and outside the UN Common System as well as key global companies in the private sector to share information and bring in the latest external thinking and best practice on organizational and staff relations management;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in human resources, law, public administration or other related field
- Ten years of experience in human resources management with emphasis in staff relations, negotiations and/or, human resources policies, staffing and/or staff compensation
- 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:

- Proven ability to communicate effectively both orally and in writing in English and ability to promote partnership and active dialogue across the organization and with external stakeholders
- Extent of experience in human resources policy and program development and implementation and knowledge of staff relations and labour law
- Effective consulting and advisory skills with analytical and problem solving skills and ability to mediate
- Ability to be discrete and maintain a high degree of confidentiality
- Ability to promote ideas, convince others and gain agreement from others to further the work and mission of FAO
- Extent of experience in resolving complex staff relations issues, and in negotiating successful outcomes with stakeholders

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

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/>

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 application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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