



Issued on: []

Deadline For Application: []

POSITION TITLE:	Junior Professional Officer (Integrated Talent Management)	GRADE LEVEL:	P-2
ORGANIZATIONAL UNIT:	Human Resources Division, CSH	DUTY STATION:	Rome
		DURATION* :	Fixed-term: two years with possibility of extension
		POST NUMBER:	To be determined
		CCOG CODE:	1A06

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

- FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture
- Qualified female applicants, qualified nationals of non-and under-represented member nations and person with disabilities are encouraged to apply
- Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold our values. FAO has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and FAO, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.
 - All selected candidates will undergo rigorous reference and background checks
 - All applications will be treated with the strictest confidentiality
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to more efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

FAO's Human Resources Division (CSH) provides HR strategies, policies, tools, guidance and oversight to FAO clients worldwide to ensure that the Organization attracts, develops and retains a diverse, skilled and highly motivated workforce, delivering on the mandate of the organization. Over the next years, CSH will focus on developing and implementing a people centered strategy, and positioning HR as a strategic partner contributing to the achievement of the mandate of FAO.

The Human Resources Division is composed of 2 main clusters, (i) the Integrated Talent Management, providing advice and managing position management, recruitment, mobility, staff development & training, performance management and social security, and (ii) the HR Strategy and Policy providing HR strategic guidance, policy and oversight.

The post is located in CSH at FAO headquarters, Rome, Italy. []

Reporting Lines

Under the overall guidance of the Deputy-Director, CSH, the Junior Professional Officer (Integrated Talent Management) reports to a Senior Human Resources Officer.

Technical Focus

The Junior Professional Officer (Integrated Talent Management) supports the implementation of an integrated talent management strategy including recruitment and talent acquisition, performance management, staff development, social security and business analysis.

Key Results

The provision of human resource services to management and staff.

Key Functions

- Processes, coordinates arrangements, and delivers services in an HR discipline;
- Researches and analyzes human resource policy and service delivery issues, maintains operational statistics, and prepares related reports;
- Develops and maintains HR systems, processes and practices;
- Contributes to the development of information and training materials and coordinates and assists in the presentation of information/ training sessions to management and staff;
- Provides HR information and advice to management and staff;
- Participates on project teams and work groups.

Key Functions

- Assists in monitoring and supporting the day-to-day operational activities to improve productivity, efficiency and quality of service delivery by ensuring the appropriate application of Human Resources policies and procedures;
- Supports talent management strategies and activities, including the areas of staffing, mobility and young talent programs, corporate training and performance management, policy and business analytics;
- Researches and analyzes human resources policy and service delivery within and outside the Organization (UN systems and other international organizations);

- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in human resources, management, business administration, organizational development, industrial psychology, law, social sciences or a related field
- Three years of relevant experience in human resources management and administration []
- Working knowledge (proficient - level C) of English and limited knowledge (intermediate - level B) of another official FAO language (Arabic, Chinese, French, Spanish or 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 ensuring compliance to rules and regulations and expressing sound judgement thereon
- Familiarity with automated human resources management systems
- Extent and relevance of experience in human resources management and administration []

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.
