



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT No: SSC– 08 /10

Issued on: **5 May, 2010**
Deadline For Application: **19 May 2010**

POSITION TITLE:	Human Resources Clerk	GRADE:	G-3
LOCATION:	Budapest, Hungary	DURATION:	Fixed-Term 1 year (renewable)
ORGANIZATIONAL UNIT:	Shared Services Centre	POST NUMBER:	Unidentified
		OCC CODE:	2A06d

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Human Resources Officer, Shared Services Centre, Budapest, the incumbent will carry out administrative duties related to the employment and servicing of staff, non-staff and consultants. In particular, the incumbent will:

- Enter data in Human Resources system;
- Prepare standard letters for appointment of staff and assignment of consultants and Personnel Service Agreements holders ensuring appropriate clearances; prepare terms of employment as instructed and compile documentation;
- Answer a variety of enquiries and supply readily available information from office files, records or computerized databases regarding personnel servicing matters and assist with briefing of new appointees, referring more complex matters to the HR Officer;
- Maintain follow-up systems; check and verify change or claim notifications;
- Perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- High-school education.
- Two years of administrative experience.
- Working knowledge (Level C) of French.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Knowledge of financial/HR computerized systems.
- Ability to maintain accurate records.
- Ability to draft and type routine correspondence and to write and spell correctly.
- Ability to organise own work, set priorities and meet deadlines.
- Ability to handle confidential material with discretion.
- Ability to collaboratively work as a member of a team.
- Desirable limited knowledge (level B) of English would be an asset.
- Experience in HR related work 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. -

REMUNERATION

Level G-3 carries a net salary per year from 2,951,000.00 Forints to 3,971,000.00 Forints **prior to deduction** of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application by email, quoting

VA n. SSC – 08/10

E-mail: SSC-Vacancies@fao.org

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