

## **GCP/PAK/115/EC**

### **Human Resources Assistant**

#### **Terms of Reference**

Under the general supervision of the FAO Representative (FAOR) in Pakistan and the direct supervision and guidance of the International Administration and Finance Officer, and in close cooperation with the FAO Representation Administration Unit, the Human Resources Assistant will undertake the following duties and responsibilities.

- Prepare all preliminary documentation and requests for Personnel Actions related to national experts of the project for submission, through the International Administration and Finance Officer, to the FAO Representation for review and signature;
- Maintain complete and detailed hardcopy and electronic files of all personnel actions related to the project (selection processes, CVs, terms of reference, contract durations, duty stations, Basic/Advanced Security certificates etc).
- Monitor the contractual status of project personnel and advise on timely action required for contract extension/renewal etc.
- Prepare and maintain a roster of potential candidates for any up-coming assignments
- Collect background information and prepare administrative documentation in respect of post descriptions, requests for vacancy announcements etc;
- Assist in the preliminary screening of candidates according to selection criteria and in the preparation of final evaluation tables. Prepare minutes and reports related to the selection committee recommendations. Maintain electronic records and hardcopy files of such documentation for project auditing purposes.
- Preliminary review applications for Travel Expense Claims relating to entitlement travel and other administrative forms and prepare related correspondence for submission to the International Administration and Finance Officer.
- Alert the International Administration and Finance Officer on any problems related to human resources issues in a timely manner.
- Perform other related duties as required.

**Education:** Secondary School education including or supplemented by training in personnel or general administration work

**Experience:** Four years of progressively responsible clerical experience including two years in personnel/administration work

**Language:** Working knowledge of English

**Other:** Good knowledge of personnel servicing rules. Initiative, good judgment; ability to work with figures and complex cases, to work under pressure, write clearly and meet deadlines. Attention to detail and ability to work accurately.

Ability to follow instructions and work independently. Computer literacy and ability to effectively use word processing and other office technology equipment. Ability to work in a team. Tact, courtesy and ability to establish and maintain good working relationships with people of different national and cultural background. Knowledge of FAO corporate human resources systems preferable.

**Duration Assignment:** 3 months probationary with possibility of extension

**Duty Station:** Islamabad, Pakistan.

**Security:** The incumbent must have completed the UNDSS Security in the Field (Basic and Advanced) Course Certificate. The incumbent must be aware of the security phase of the country of assignment and understand the implications for his/her own personal security. As soon as he/she arrives at the duty station, through the FAOR or directly he/she must contact the designated UN security officer to be briefed on all the recommended security measures in the country. In the event that this procedure is not applied properly, the incumbent may not be covered under FAO insurance.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.