



Issued on: 31 May 2013

Deadline For Application: 28 June 2013

POSITION TITLE:	Ombudsman/Ethics Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Legal and Ethics Office, LEG	DURATION *:	Fixed Term: 2 years (renewable for an additional maximum of 3 years)*
		POST CODE/N°:	unidentified
		CCOG CODE:	1L

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

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Director-General and the general supervision of the Deputy Director-General (Operations) and within the administrative framework of the Legal and Ethics Office, the incumbent will foster a harmonious and productive work environment at Headquarters and in decentralized offices by providing confidential, impartial and independent advice on conflicts and problems and seeking mutually acceptable solutions through informal means. In particular, the incumbent will:

- act as a neutral interlocutor, who provides FAO staff at large with confidential, impartial and independent advice on conflicts and problems, including the options and avenues for the settlement of conflicts arising in the workplace;
- review promptly employment related complaints ; try to reach a fair solution by informal means, such as discussions involving all parties; advise on options and avenues open to parties, resolve conflicts , including referring to other competent units in the Organization;
- provide annual reports to the Deputy Director-General (Operations) to be made available to FAO staff at large, which shall include useful information of a general nature regarding the cases handled as well as recommendations for changes in policies, procedures and practices with a view to improving employment and workplace environment in the Organization;
- contribute to developing and strengthening a workplace and culture that uphold the values of the Organization, its ethical and functional integrity, respect for the dignity, diversity and rights of staff, in compliance with the Organization's Staff Regulations, Rules and Manual provisions and the Code of Conduct for International Civil Servants;
- coordinate and administer the Organization's financial disclosure programme in accordance with the rules and procedures established by the Organization;
- coordinate and manage the Organization's mediation programme in accordance with the Organization's policy
- make, when appropriate, proposals to the Learning, Performance and Development Branch (CSPL) on learning activities concerning the prevention and resolution of conflicts, skills and theory of negotiation, and on ethics and integrity-related issues;
- participate in relevant inter-agency United Nations fora and discussions and undertake travel to any region or country as may be required for the completion of his/her duties and responsibilities;
- perform other duties as required.

The selected candidate will not be eligible for any other appointment in FAO either during or after his/her assignment as Ombudsman

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in law, public administration, human resources, social sciences, or any related subject
- Ten years of relevant experience as a mediator and/or ombudsman, or as a human resources manager involved in functional integrity/ethics related matters and conflict resolution in a multicultural work environment
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience involving ombudsman functions, alternative conflict resolution or mediation, functional integrity related matters and compliance programmes in an multicultural work environment and international setting
- Ability to independently plan and prioritize own work and work under tight deadlines
- Excellent oral and interpersonal communication skills in English and ability to prepare clear and concise reports; working knowledge of another official language would be an asset
- Training or equivalent experience in the area of conflict resolution or mediation would be an asset
- Familiarity with international organizations' or UN Common System's rules 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.

*** 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