

HIRING AT FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO)

Food and Agriculture Organization of the United Nations (FAO) is looking for dynamic and high achieving individuals for urgent short term position of Support Assistant HR.

Position: Support Assistant HR (SHORT TERM)

Requirement: Bachelor's Degree. Fresh- 1 year work experience.

Job Responsibilities:

- Assist HR team in initial screening, and arrange tests and interviews for candidates
- Segregating and organizing the HR documents.
- Scanning the documents and making soft database of HR personnel files.
- Placing documents in HR files to make hard copies using index and separators.
- Completing the checklist and update if anything is missing in the checklist.
- Labelling of HR files.
- Performing other related duties as required.

Application Submission: Desirous/ interested students are requested to send their CVs through email at FAOPK-HR@fao.org along with intimation at internship@ndu.edu.pk latest by **11 October 2022, 1700 hours.**

In case of queries, please feel free to reach out on SFC NDU Helpline WhatsApp Number **0345-3194969** OR Visit PRSA&IT.