



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Human Resources Assistant (2# Positions)**
Organization / Unit : **Human Resource**
Duty Station : **Iraq, Erbil**
Classification: : **General Service Staff, Graded G4**
Type of Appointment : **Special Short Term, SST**
Duration of Appointment : **3 months with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **17th June, 2018**
Reference Code : **SVN2018/IRQ/098**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of CoM, the overall supervision of the SRMO, The direct supervision of Human Recourse Officer, the incumbent will be responsible the following tasks:

Core Functions / Responsibilities:

1. Ensure record keeping and maintenance of all relevant correspondence and personal files. Maintain filing and reference system, following IOM guidelines. File research as/when needed for colleagues seeking particular documents.
2. Draft routine documents and forms related to IOM operational and administrative matters.
3. Prepare contracts, Personnel Actions, employment / salary certificates.
4. Arrange for the employees' routine Performance Appraisals and Attendance record.
5. Arrange for the employees' Entry-on-Duty Medical Examination and Medically Fit certificate, as well as for their inclusion in the appropriate medical coverage plan.

6. Prepare PEF Access & travel authorizations and advises on allowances for staff members leaving on duty travel.
7. Attendance Records and regular update
8. Review all applications on SVNs, send application long list and assist the Hiring Manager in the preparation and conduct of the Interviews.
9. Any other duty within the incumbent's capabilities as assigned by the RMOs.

Required Qualifications and Experience

Education

- Degree in progress in business administration, or any other related fields an advantage, At least four years of relevant professional experience
- Secondary School Diploma / University Degree in the above fields with four years of relevant professional experience.

Experience

- Interfaces across units and departments within IOM to extract relevant information
Communicates clearly and consistently
- Good command of spread sheet software.
- Effectively applies specialized knowledge of logistics and procurement to timely source goods and services
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- Good knowledge of UN, IOM and NGO mandates and programmes in the humanitarian responses, IDPs, post conflict construction and development;
- Good interpersonal and communication skills.
- Flexibility, tolerance and capacity to work in team.
- High sense of responsibility, dedication and honesty are desirable attributes.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to handle confidential matters.
- Ability to present clear and concise information.
- Ability to meet deadlines and work under pressure.
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ability to work effectively and harmoniously with colleagues from varied cultures and

Languages

Fluency in English, Kurdish and Arabic.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self And others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned Handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply It to appropriate work

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/human-resources-assistant-2>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 03.06.2018 – 17.06.2018