



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/060**

Position Title : **Human Resources Clerk**

Duty Station : Pemba, Mozambique

Job Family : Human Resources

Classification : **General Service, Grade: Graded**

Type of Appointment : Special Short-Term Graded Contract, 6 (Six) months with the possibility of extension. The first six months shall be considered as probation period.

Report to : Senior HR Assistant

Estimated Start Date : **As soon as possible**

Closing Date : **25 July 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula/expression of interest for the position of **Human Resources Clerk**. The successful candidate will be offered Special Short Term Graded Contract.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

Context:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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.

Under the overall supervision of HR Officer and direct supervision of Senior HR Assistant in Maputo and under the administrative supervision of the Resources Management Officer and Head of Sub Office in Pemba, the incumbent will provide assistance in human resources activities for IOM Mission in Pemba, Cabo Delgado – Mozambique. S/he will be working in close coordination with all RMU and projects/ operational units, and other staffs in the mission.

Responsibilities and Accountabilities

1. Provide support a clerical assistance in recruitment process and records.
2. Assist in preparation and process of all personnel records and documents relating to the staff members. This includes data entry, update and maintain the personnel data of national, hourly, and daily staff under Pemba Sub Office. Assist in the distribution of contract documents.
3. Keep record of activities performed by the Human Resources unit, classify materials for filing and coordinate with the colleagues in the unit. Create and maintain personnel files (contracts, Personnel Actions (PAs), personal data, supporting documents, etc.) of national staff, consultants/interns, and all international staff in the mission. Keep the confidentiality of all data/records.
4. Assist in monitoring the staff's attendance/leave/working hours record in the respective areas of responsibility in coordination with HR focal points in the field.
5. Maintain and update Staff Database, prepare monthly staffing movement and Staff Count records, and UN Quarter List.
6. Coordinate with other HR colleagues in handling national staff's entry, annual and exit medical examinations.
7. Prepare supporting documents for payroll processing for National Staffs. Process the request for payment for all hourly staff's salaries in coordination with Project team.
8. Provide support and assistance in arranging staff training and learning events.
9. Support the preparation and distribution of official IOM Identifications for all staffs.
10. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in economy management, Human Resources, Information Management, or Business Administration, with one year of relevant working experience, or
- Completed High School degree from an accredited academic institution, with three years of relevant professional experience.

Experience

- Mozambican National with good knowledge of Human Resources and/or administration.
- At least 1 year of experience in HR or administration.
- Proficient in computer applications (advanced Excel, Word processing, etc.).
- Must have excellent communication skills, writing skill.
- Familiarity with UN and IOM working environment is a distinct advantage.

Skills

- Ability to prepare clear and concise reports;
- Familiarity with the UN common system or similar systems is an advantage;
- A high degree of computer literacy is required; good knowledge of MS Office suite and SAP is essential;
- Attention to details; Good organization skills;
- Good communication and teamwork skills;
- Personal Commitment and high level of integrity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English and Portuguese** both oral and written is a must.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values – all IOM staff members must abide by demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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, verification of Education certificate and security clearances.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating the reference code above **(SVN/MZ10/2023/060 - Human Resources Clerk)** as subject. The deadline for applications is **25 July 2023**.

Only applicant who meets the above qualification will be considered.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

Posting period:

From 11.07.2023 to 25.07.2023.