



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2024/003**

Position Title : **Human Resources Assistant**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Resource Management Unit - HR**

Classification : **General Service, Grade: G-4**

Type of Appointment : **Special Short Term – Graded – 6 months with a possibility of extension**

Report to : **Humna Resources Officer**

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

Closing Date : **27<sup>th</sup> February 2024**

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.

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

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

***Context:***

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 175 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 557 field locations worldwide, IOM works with partners,

government and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, in order to maximize its benefits and minimize its negative effects.

Under the overall supervision of the Head of Human Resources, and direct supervision of the Human Resources Officer in Pemba, Mozambique, the Human Resources Assistant will be responsible for providing operational support for the smooth delivery of HR services to the mission activities.

### ***Responsibilities and Accountabilities***

1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry-out pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, etc.
3. Perform assigned role(s) in PRISM HR paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation; monitor and follow up on contractual situation and entitlements and generate reports, contract extensions, personnel actions and other related documentation.
4. Perform the role of Time-keeper in PRISM; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units in the Regional Office and Administrative Centers.
6. Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, Human Resources policies, regulations, guidelines and manuals, internal controls, etc.
7. Draft certificates of employment, notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
8. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
9. Respond to general inquiries regarding Human Resources policies, instructions and procedures.
10. Perform any other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field from an accredited academic institution with two years of relevant professional experience; or

- High School diploma with four years of relevant experience

## Experience

- Previous experience in SAP/Oracle is a distinct advantage;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in range of HR Functions in an organization.

## Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Attention to detail, ability to organize paperwork in a methodical way.

## Languages

Fluency in **English** and **Portuguese** both written and spoken is required.

## *Required Competencies*

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

### Values

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### Core Competencies – behavioural indicators

- **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 short vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificates, successful reference checks 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, skype user ID, phone number and minimum three referees (ideally former direct supervisors).

**IOM only accepts duly completed applications submitted through the IOM online recruitment system, through the link below:**

[View the internal job posting](#)

[View the external job posting](#)

***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 14.02.2024 to 27.02.2024