



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: Administrative and HR- Assistant
Organizational Unit	: Recourses Management Department (RMD)
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G5
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 13 th May, 2021
Reference Code	: SVN2021/IRQ/115

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. Applications from qualified female candidates are especially encouraged as well as the 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 general guidance of the Chief of Mission (CoM), overall supervision of the Senior Resources Management Officer, and the direct supervision of the Human Resources Officer in close coordination with rest of team, the incumbent will be responsible for the following:

Core Functions / Responsibilities:

1. Serve as the focal point for coordination of Administrative and HR activities with IOM Iraq office in Erbil Office particularly on KRI VISA and Residency
2. Establish and manage personnel files. Prepare contracts, Personnel Actions, employment/ salary certificates.
3. Enter all required data of all staff members (locally recruited) in PRISM HR system or Iraq Portal.
4. Act as the focal point for the Staff Evaluation System and ensure completion in a timely manner.
5. Arrange employees' Entry-on-Duty Medical Examination and Medically Fit certificate, s for inclusion in the appropriate medical coverage plan.
6. Maintain, update and coordinate attendance records for IOM and Third-Party Contracted Staff.
7. Coordinate recruitment process; review all applications, coordinate and prepare short list of candidates and participate on interview for clerical / secretarial / administrative positions.

8. Provide secretarial and administrative support to the office during meetings.
9. Ensure record keeping and maintenance of all relevant correspondences. Create and maintain filing and reference system.
10. Draft routine correspondence, letters, reports, memoranda, faxes, as well as IOM documents and forms related to IOM administrative matters.
11. Prepare travel authorizations and calculate Danger Pay for International Staff upon submission as applicable.
12. Provide advice to staff members on their rights, entitlements and responsibilities as required and refer sensitive questions/queries to supervisor in a timely manner.
13. Assist in providing training and guidance to new and junior staff in the unit.
14. Identify and highlight needs for improvements/adjustments in HR workflow and process.
15. Perform such other duties as may be assigned.

Qualifications:

Education

- University degree in Human Resources, Psychology, Organizational Behaviour and Development or any related field from an accredited academic institution with three years of relevant professional experience.
- Completed High School from accredited academic institution with five years relevant professional experience

Experience

- Experience in working in an international environment and in liaising with a variety of partners at
- all levels of the hierarchy.
- Experience and advance command of the following tools: Microsoft Access, Microsoft Excel
- Experience in database, web application and Software development an advantage.

Languages

- Fluency in English and Kurdish and Arabic are required.
- Any other language is and advantage.

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 wherever possible.
- Integrity and transparency: maintain 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.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

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:

<https://iraq.iom.int/jobs/administrative-and-hr-assistant>

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

Posting period:

From 29.04.2021 to 13.05.2021