



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: HUMAN RESOURCES ASSISTANT
Organizational Unit	: Resource Management (Human Resources)
Duty Station	: Abuja
IOM Classification	: Special Short Term (SST) Grade equivalent, G4
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_98
Estimated Start Date	: As soon as possible
Closing Date	: 21 November, 2017

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 & External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall guidance the Resource Management Officer (RMO) and the direct supervision of the Human Resources Officer (HRO), the incumbent will assist in all the required administrative activities in Human Resources and the mission. s/he will carry out the following duties and responsibilities:

Core Functions / Responsibilities:

1. Contribute to the smooth running of the Human Resources Unit on a daily basis in order to ensure that the Human Resources functions are carried out in accordance with the organization's regulations and procedures;
2. Familiarize oneself on the IOM Human Resources regulations and procedures, including but not limited to the Unified Staff Rules and Regulations (USRR) and other policies; updating oneself of the changes and its implications when carrying out day to day work, reporting any breach or deviations to the HRO in order for corrective measures to be taken by the HRO
3. Assist HRO in the recruitment processes is carried out in a timely fair and transparent manner as and when required; including but not limited to drafting vacancies, Terms of References (TORs), compiling and shortlisting applications, , arranging interviews etc;
4. Update and maintain HR Matrixes systematically, to conform to HR Data Integrity Standards such as Verification, Accuracy and 'Real Time'. Prepare and share HR Correspondence and Matrixes as requested for by the HRO having a systematic approach to guarantee information provided is verified.
5. Support the HR Officer to establish an archiving system for separated and previous files for both, electronic and physical files; Verifying files are tagged and maintained in a systematic, methodical and meticulous manner;
6. Support HRO to establish a filing system for all current files such as current Personnel Files, Recruitment Files and other HR files used daily; Verify all current HR Files are complete and Up to Date, with a systematic tracking mechanism to tag and follow up on pending documents;
7. Compile documents as and when required, following up with required staff members in order to ensure Human Resources files are up to date.
8. Support the HR Officer in organizing Meetings, workshops and or other functions as and when required;
9. Support in ensuring Time Management and other Human Resources components are complied with and assist the Human Resources Officer to implement IOM HR Functions within the Organizations Rules Regulations and Procedures;

10. Become conversant with the Enterprise Resource Planning (ERP) System SAP (Systems Applications & Products) in the area of responsibility, whilst certifying that all entries and processes handled are done so with a high level of accuracy and timeliness on SAP.
11. Support the HRO to acculturate the IOM Nigeria Work Environment is inclusive, respectful and in line with IOM Code of Conduct, supporting to create harmony both inter unit and intra unit as required within the areas of responsibility.
12. Any other duties as assigned by the Human Resources Officer (HRO).

Required Qualifications and Experience

- Degree, Diploma or its equivalent in Human Resources field; Knowledge and understanding of acceptable Human Resources Policies and Best Practices; or an equivalent combination of education, training & experience
- Minimum Four Years (Three Years for Degree Holders) in Human Resources field;
- Demonstrated ability to maintain confidentiality is mandatory;
- Ability to carry out tasks with high level of Integrity and Accuracy in mandatory;
- Great Team Player, with high level of Accountability and Commitment;
- Proactive; Independent Worker; Good Communication and Interpersonal Skills; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; SAP knowledge is desirable
- Preferably within the United Nations or the International Humanitarian Field;

Languages

Fluency in **English** and Native Language; Fluency in English and multiple native languages advantageous;

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

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

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Female candidates with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Tuesday 21st November, 2017**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2017_98 Abuja. Human Resources Assistant.**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 08.11.2017 to 21.11.2017