



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position : **HUMAN RESOURCE ASSISTANT**  
Organizational Unit : **Resource Management**  
Duty Station : **Abuja**  
IOM Classification : **G5**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2019/07**  
Estimated Start Date : **As soon as possible**  
Closing Date : **30<sup>th</sup> January, 2019**

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 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 of the Resource Management Officer 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 daily 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 for corrective measures to be taken by the HRO
3. Assist HR Officer in the recruitment processes for hourly staff and ensure it is carried out in a timely fair and transparent manner as and when required; including but not limited to drafting Terms of References (TORs), compiling and shortlisting applications, arranging interviews etc;
4. Update and maintain the HR hourly Matrix systematically, to conform to HR Data Integrity Standards such as Verification, Accuracy and 'Real Time'. Prepare and share HR Correspondence and hourly Matrix as requested for by the HR Officer having a systematic approach to guarantee information provided is verified.
5. Establish an archiving system for all hourly staff in the mission for both electronic and physical files; Verifying files are tagged and maintained in a systematic, methodical and meticulous manner;
6. Establish a filing system for all current files such as current Personnel Files, Recruitment Files and other HR files used daily for all hourly staff; 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 to ensure Human Resources files are up to date.
8. Support the HR Officer 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.
9. Monitor compliance with all administrative procedures in accordance with the Organization's regulations and procedures and reporting any deviations if any to the HR Officer, for corrective measures made as required;
10. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions and procedures. Respond to standard inquiries and refer the most sensitive/complex ones.
11. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office. Assist in analyzing and resolving sensitive cases by collating background information, preparing summaries and sharing best practices.
12. Participate in inter-agency Human Resources related working groups as assigned.
13. Provide guidance and training to new/junior staff in the unit.
14. Any other duties as assigned by HR Officer.

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

- Degree, Diploma or its equivalent in related field; or an equivalent combination of education, training & experience;
- Minimum five years (three years for Degree Holders) in related field; preferably within the United Nations or the International Humanitarian Field; Demonstrated ability to maintain confidentiality is mandatory; Proactive; Independent Worker; A great team player; Accountability; Good Communication and Interpersonal Skills; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; SAP knowledge is desirable

### **Languages**

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

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

#### **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.

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.

Women 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 **Wednesday 30<sup>th</sup> January 2019**.

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 **SVN2019.07 Abuja. Human Resource Assistant G5**.

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 22.01.2019 to 30.01.2019