



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Human Resources Assistant
Organizational Unit	: Resource Management Unit
Duty Station	: Lagos
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) 6 months with a possibility of extension
SVN No.	: SVN2024.39
Estimated Start Date	: As soon as possible
Closing Date	: 28 April 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Working under the overall guidance of the Head, Resource Management Officer (RMO) and the technical direct supervision of the Human Resources Officer (HRO) and supervision of RMO, Lagos, 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 in Lagos and Benin City Offices 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 and HoSO in order for corrective measures to be taken by the HRO
3. Work closely with the HRO, Programme Managers, Project Officers, RMO, and in the sub-offices by providing the necessary advice where needed.
4. Oversee the end-to-end recruitment processes is carried out in a timely fair and transparent manner as and when required; including but not limited to liaising with DHR-ODU for classification, drafting vacancies, Terms of References (TORs), compiling and shortlisting applications, arranging interviews, medical clearance, SAP actions, contract issuance etc.

5. 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.
6. 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.
7. 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;
8. Compile documents as and when required, following up with required staff members in order to ensure Human Resources files are up to date.
9. Support the HR Officer in organizing meetings, trainings, workshops and or other functions as and when required.
10. 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;
11. 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;
12. Support and act as liaison for all international staff as regards staff travel, protocol, and other logistics;
13. Support with the talent management processes (onboarding and engagement, in boarding, workforce planning, performance management, HR analytics and staff development) for both international and national staff in Lagos
14. Support new and old staff with familiarization tour of the Human Resource Information System (HRIS);
15. Coordinate internal knowledge management by enhancing knowledge exchange through knowledge sharing sessions to improve efficiency and increase productivity.
16. Review, prepare and reconcile the payment for the third-party staff in the sub-office within an efficient time frame;
17. Initiate new contract request and monitor for contract renewal/non-renewal for the contingent workforce in accordance with organization's procedure and in close coordination with the PMs;
18. Implement employee assistance programs such as flexible work arrangement, maternity support scheme etc
19. Ensure sub-office compliance with mandatory organizational trainings cum donor requirements such as PSEA, Ethics and Conduct etc.
20. 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.
21. Any other duties as assigned by the Human Resources Officer (HRO).

Education:

- Bachelor's degree from an accredited Institution in Human Resources, Business Management or an equivalent field with three years of relevant experience and training, or
- Diploma in the above fields with five years of continuous experience and training;
- Knowledge and understanding of acceptable Human Resources Policies and Best Practices; or an equivalent combination of education, training & experience.

Experience:

- Working experience in administration in all facets of human resources;
- Ability to prepare clear reports;
- Previous working experience in an international organization is an advantage;

- 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 PRISM is essential.

Languages:

Fluency in English (oral and written) required, working knowledge of the local language.

Skills:

- Ability to carry out tasks with high level of Integrity and Accuracy in mandatory;
- Great Team Player, with high level of Accountability and Commitment;
- Knowledge and understanding of acceptable Human Resources Policies and Best Practice
- Proactive; Independent Worker; Good Communication and Interpersonal Skills;

Required Competencies:

Values

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- 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 *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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, 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 **Sunday, 28 April 2024** and follow this link: <https://forms.office.com/e/LUeYJYsMJX>

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 **SVN2024.39 Human Resources Assistant, Lagos.**

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 **15.04.2024 to 28.04.2024**

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.