



International Organization for Migration (IOM)  
The UN Migration Agency

### **VACANCY NOTICE**

#### **Open to Internal and External Candidates**

Position Title : **Human Resources Assistant**  
Vacancy No. : **IOMRONBO/VN/026/2023**  
Duty Station : **Regional Office, Nairobi, Kenya**  
Classification : **General Service Staff, Grade G-5**  
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **July 27, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive environment. 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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

#### **Context:**

Under the overall supervision Regional Human Resources Officer and the direct supervision of the Senior Human Resources Assistant, the incumbent's responsibilities will include the following.

**Core Functions / Responsibilities:**

In particular he/she will:

1. Assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Terms of Reference, drafting and posting Vacancy Notice/Special Vacancy Notice, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates' assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc.
2. Carry-out and coordinate pre-employment activities such as preparation of Entry on Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams and follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearance, coordinate enrollment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, 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; verify eligibility for allowances and other benefits, monitor and follow up on contractual situation and entitlements, and initiate prompt actions and generate reports, contract extensions, personnel actions and other related documentation.
4. Perform the role of Timekeeper in PRISM; monitor, maintain, update and reconcile leave quotas based on supporting documentation; generate, edit and analyse leave-related reports; respond to questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Carry-out a wide range of Human Resources actions, including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases, etc. and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate.
6. Prepare all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; open and update personal files, create and maintain a systematic way to archive Human Resources documents (electronic and hard copies). 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. Assist in monitoring compliance with the Staff Evaluation System and follow-up with staff and supervisor as needed; facilitate compliance by providing technical guidance on the use of the system.
8. Organize Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records.

9. 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.
10. 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.
11. Participate in inter-agency Human Resources related working groups as assigned.
12. Provide guidance and training to new/junior staff in the unit.
13. Perform other related duties as assigned.

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

#### **Education**

- High School diploma with five years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with three years of relevant professional experience.

#### **Experience**

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Knowledge of HR information system specifically SAP a distinct advantage.

#### **Skills**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Well organized, mature individual, able to work independently, paying attention to detail, and meet deadlines.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Must have excellent communication skill (written and spoken).
- Ability to work under pressure and with minimum supervision.
- Strong interpersonal skill, ability to work in a diverse team, flexible and quickly adapt to new/different environment

#### **Languages**

Required: For all applicants, fluency in English and Kiswahili is required (oral and written). Working knowledge of French; and/or any other UN Official language is advantageous.

#### ***Required Competencies***

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

**Values** - all IOM staff members must abide by and demonstrate these three 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 *level 2*

- 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**

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.

**How to apply:**

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to [ronairobihrdrec@iom.int](mailto:ronairobihrdrec@iom.int)

**Closing Date: 27 July 2023**

Only Shortlisted Applicants will be contacted.

**NOTE**

**NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.**

Posting period:

From: **14.07.2023** to **27.07.2023**