



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Sr Human Resources Assistant**  
VN No : **IOMKCO/VN/023/2023**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G-7**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

**Closing Date : 6 June, 2023**

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 work 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:**

Under the overall supervision of the HR Officer (International) in IOM Kenya and the direct supervision of the National HR Officer; and, in collaboration with relevant units in IOM Kenya, at IOM Headquarters and the IOM Administrative Centres, the successful candidate will be responsible and accountable for the below functions: -

#### **Core Functions / Responsibilities:**

1. Assist the National HR Officer and the HR Officer (International) in coordinating and monitoring the Human Resources management functions in the mission in accordance with the organization's policies, procedures and practices.
2. Support the timely preparation of the monthly payroll; undertake reconciliation and ensure all benefits, payments and deductions are included and accounted for.
3. Participate in evaluation of staffing needs in the office and coordinate 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.
4. 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 enrolment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, etc.
  5. Perform assigned role(s) in PRISM HR (SAP HRIS); monitor consistency and accuracy of data; verify eligibility for allowances and other benefits; monitor and follow-up on contractual situation and entitlements, and coordinate prompt actions; generate, edit, review and ensure correctness of reports, contract extensions, personnel actions and other related documentation.
  6. Monitor attendance and leave administration; generate, edit and analyse leave-related reports; respond to questions concerning leave administration; guide staff on request and approval procedure in PRISM.
  7. Carry-out, coordinate and monitor a wide range of Human Resource actions including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate.
  8. Prepare, coordinate and monitor all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; 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.
  9. Monitor compliance with the Performance Appraisal System (PAS) and follow-up with staff and supervisor as needed; facilitate compliance by providing technical guidance on the use of the system.
  10. Plan and coordinate the organization of Human Resource events including staff development and training activities in coordination with the Staff Development and Learning Unit as and maintain updated records. Participate in assessments of staff training and development needs.
  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. Provides comments on interpretation.
  12. Provide information to managers and staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements; evaluate causes of problems or constraints and propose solutions; analyze and make recommendations for atypical or unprecedented situations involving interpretation or Human Resources policies. Identify, analyze and resolve diverse issues/problems as they arise and suggest appropriate actions.
  13. Evaluate and recommend improvement of current Human Resources procedures; participate in discussions on new/revised procedures and practices and assess the impact of changes and make recommendations.
  14. Handle all enquiries on Human Resources matters; provide explanation to staff entitlements and Human Resources policies, rules and regulations.
  15. Supervise the maintenance of; and maintain as well, according to the country office structure all personnel files for national staff members, consultants, interns, oncall daily/hourly staff and subcontracted staff.

16. Participate in inter-agency Human Resources related working groups as assigned.
17. Support the HR Officer (international) and National HR Officer in preparation of complex and routine reports related to personnel administration, staffing, recruitment (recruitment trackers) and hr activities. Support in updating the mission and unit specific organograms.
18. Guide, coordinate and supervise the work of assigned staff in the unit (interns, on call staff); conduct HR training of new staff in the unit.
19. Handle all consultant's files, EOD formalities, contracts issuance, payments and handling exit/separation process.
20. Handle medical evacuation for IOM Kenya Staff for both MSP and CP cases.
21. Manage the IOM HR Recruitment Mailbox and the General IOM HR Mailbox under Kenya Country Office.
22. Oversee the task of keeping attendance records to ensure proper maintenance and accuracy.
23. Act as oic when the National HR Officer is away.
24. Perform other related duties as assigned.

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

#### **Education**

- Bachelor's Degree in Human Resources, Business Administration, Talent Management, Psychology or related fields from an accredited institution and five years relevant working experience  
Or;
- High School Diploma with seven years of relevant professional experience

#### **Experience**

1. Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
2. Experience in Human Resources covering. Recruitment, Salary and Benefits Administration, Training and Development, HR Information Systems, preferably in an international organization.
3. Familiarity with UN common system or similar systems.

#### **Skills**

- High level of computer literacy. Good knowledge of MS Office specifically Excel.
- Knowledge of PRISM (SAP) a distinct advantage.
- Attention to detail, ability to organize paperwork in a methodical way, and meet deadlines.
- Discreet, detail and client-oriented, patient and willing to learn new things.
- Mature individual, able to work independently; ability to work under pressure and with minimum supervision.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Must have excellent communication skills (written and spoken).
- Strong interpersonal skill, ability to work in a diverse team, flexible and quickly adapt to new/different environment.

## **Language**

Fluency in English and Kiswahili (oral and written).

## ***Required Values***

### **Inclusion & respect for diversity**

- Celebrates diversity in all its forms
- Shows respect and sensitivity towards gender, culture, race and ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination, harassment, (including sexual harassment) and abuse of authority

### **Integrity & transparency**

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

### **Professionalism**

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Has a commitment to professional development.

## **Courage**

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.
- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.
- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

## **Empathy**

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple perspectives and opinions.

## ***Required Competencies***

### **Teamwork**

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

### **Delivering Results**

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

### **Managing and Sharing Knowledge**

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge sharing across units/departments and ensures that knowledge as captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

### **Accountability**

- Proactively seeks responsibility in delivering towards the goals of the organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

### **Communication**

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and confidentiality of specific sensitive information.
- Listens and seeks to understand without bias and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.
- Tailors communication style to suit audience.

### ***Managerial Competencies***

#### **Leadership**

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

#### **Empowering others**

- Delegates appropriately to make the most of other's talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

#### **Building trust**

- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Ensures fair and equitable access to flexible working opportunities.
- Remains authentic and approachable in difficult situations.

#### **Strategic thinking and vision**

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.

- Clearly communicates links between the Organization's strategy and the work unit's goals.

### **Humility**

- Shows a high level of self-awareness, admitting own weaknesses and shortcomings.
- Demonstrates openness to constructive feedback and receives it without retaliating or becoming defensive.
- Leads with compassion

### **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:**

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address [hurnairobi@iom.int](mailto:hurnairobi@iom.int) referring to this advertisement.

### **Closing Date: 6<sup>th</sup> June 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 22.05.2023 to 06.06.2023**