

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Human Resources Assistant**

Duty Station : **Rome, Italy**

Classification : **Special Short Term – Grade Equivalent G4**

Type of Appointment : **Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **14 February 2018**

Reference code : **SVN 2018 07 (E)**

Established in 1951, IOM is the United Nations related 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 and external 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 Director, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta and the direct supervision of the Human Resources Coordinator (HRC), the incumbent is responsible for assisting in the daily tasks related to personnel administration in the Mission.

Core Functions / Responsibilities:

1. Take care of time keeping actions in the SAP-based HR system "PRISM", and, in close coordination with the HRC, upload and update personnel data related to annual leave, sick leave and overtime, accurately and in a timely manner.
2. Check monthly punching cards and presence sheets of staff on a weekly basis and report to the HRC any unjustified absence from work and update them accordingly.
3. Maintain personnel dossiers up to date, ensuring that mandatory documents, namely Basic/Advanced security certificates, family status forms, attendance records, etc., are on file.
4. Assist in tasks related to recruitment procedures, such as organizing interviews, contacting candidates, preparing necessary paperwork to set up the selection process, advising candidates of selection/non-selection.

5. Arrange for staff medical clearance upon appointment and/or on a regular basis for special cases.
6. Prepare and maintain a roster of potential candidates for any up-coming assignment.
7. Initiate correspondence as needed and draft memos or declarations for staff.
8. Prepare lists of personnel and maintain them updated; assist in submitting the Personnel Establishment form on a monthly basis.
9. Prepare payment requests as needed.

Perform such other duties as may be assigned.

Required Qualifications and Experience

Education and Experience

Secondary school with at least four years of relevant working experience or university degree with at least two years of relevant working experience.

Two years of progressively responsible clerical experience including one year in personnel/administration work.

Languages

Thorough knowledge of spoken and written English and Italian.

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.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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. A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at HRIOMROME@iom.int via e-mail **specifying as subject : SVN 2018 07 (E) Human Resources Assistant.**

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period:

From 31.01.2018 to 14.02.2018