



VACANCY NOTICE (VN) Open to Internal and External Candidates

Position Title : **Human Resources Clerk**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Vacancy Closing Date : **December 12, 2023**
Reference code : **VN 2023 43**

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 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 Chief of Mission (CoM) in Italy and direct supervision of the Senior Human Resources Coordinator (SHRC), the successful candidate will be responsible and accountable for managing the resources management functions in the Mission.

Core Functions / Responsibilities:

- Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office;
- Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, etc;
- 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; generate reports, contract extensions, personnel actions and other related documentation;
- Maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies);

- Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed;
- Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents;
- Perform other related duties as assigned.

Required Qualifications and Experience:

Education:

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

Experience:

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- Good spoken/written communication and organizational skills;
- Patient, tactful, accurate and a good team player.

Languages:

- Fluency in Italian and English (oral and written);

Required Competencies:

The incumbent is expected to demonstrate the following values and 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.
- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this [link](#).

Competencies will be assessed during a competency-based interview.

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications to applicationsiomitaly@iom.int by 12 December 2023 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The reference code **VN 2023 43 HR Clerk_SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

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 28.11.2023 to 12.12.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy

VN 2023 43 HR Clerk, Coordination Office for the Mediterranean

Liaison Mission for Italy, Malta and the Holy See

Education

Tick as appropriate depending on what you have:

High School diploma with **three** years of relevant experience; **OR**, yes no

Bachelor's degree in Human Resources, Business Administration, Psychology or related field with **one** year of relevant professional experience

yes no

Language

Italian (fluency, oral and written) yes no

English (fluency, oral and written) yes no

Experience

Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook yes no

Previous experience in SAP yes no

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting yes no

Other

Are you currently holding a valid residence and work permit for Italy? yes no
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

I declare that the information entered within this mandatory questionnaire is true. By signing this questionnaire, I am aware that in case of false declaration my application will be disqualified.



Date:

Name:

Signature: