



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	: Human Resources Support Assistant
Duty Station	: Cairo, Egypt
Classification	: General Service Staff, Grade G4
Type of Appointment	: One Year Fixed Term with possibility of extension
Estimated Start Date	: As soon as possible
Reference Code	: VN-CAI/2018/12
Closing Date	: April 23, 2018

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 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 Resources Management Officer (RMO) and the direct supervision of the Human Resources Assistant, the Human Resources Support Assistant is responsible of the following functions.

Core Functions / Responsibilities:

1. Create, maintain and update personnel files for all staff in the mission.
2. Prepare and follow upon contracts, personnel actions, employment and orientation of staff members as per Standard Operating Procedures (SOPs).
3. Issue salary and employment certificates.
4. Arrange for the employee's "Entry-on-Duty" Medical Examination and "medically fit" certificate as well as for their inclusion in medical coverage plan.
5. Follow up and keep the attendance records accurately up to date.
6. Process monthly payment requests for staff under consultancy and daily contracts, including accurately calculating their fees.
7. Issue and maintain contracts for consultants, interns, escort.

8. Prepare the official documents for the Ministry of Foreign Affairs necessary for,
 - Visas, IDs, car licenses for officials;
 - Issuance and renewal of licenses of all IOM official vehicles
 - Follow ups with all necessary protocols related to VIP visits; and,
 - Issuance and renewal of airport permanent and temporarily passes for IOM staff.
9. Process the personal phone calls task starting from distributing the itemized bills to related staff members and check their addition upon receiving them back and ensure that the deductions are accurately are made through monthly payroll process.
10. Record monthly into PRISM all necessary deductions and additions from payroll such as personal DHL, medical reimbursement, lost UN ID and access card.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Bachelor Degree in Human Resources / Business Administration or related field and two years of relevant work experience in human resources / administration work field.
- Strong attention of details and accuracy in all matters;
- Commitment to continuous learning, efficiency, flexibility and a drive for results;
- High level of computer literacy;
- Good experience in Microsoft office applications, with excellent knowledge of MS Excel; and,
- Good communication and negotiation skills.
- Knowledge of SAP is essential.

Languages

- Fluency in **English** and **Arabic**.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions.

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment.
- Contributes to, and follows team objectives.
- Gives credit where credit is due.
- Seeks input and feedback from others.
- Delegates tasks and responsibilities as appropriate.
- Actively supports and implements final group decisions.
- Takes joint responsibility for team's work.

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.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, April 23, 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.