



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Human Resources Assistant (2 positions)**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **SVN/CAI/2022/13**
Closing Date : **August 04, 2022**

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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Organizational Scope & Context:

Under the overall supervision of the **Head of Resources Management (HRM)** and the direct supervision of the **National Human Resources Officer**, the successful candidate will be responsible and accountable for providing necessary support to human resources functions of IOM Cairo mission.

Core Functions / Responsibilities:

- 1- Create, maintain and update personnel files for all national/international staff, interns, consultants and UNVs in the mission.
- 2- Review and follow up on expiration of contracts for national staff, interns, hourly contracts and consultants, coordinate with Heads of Units and the HRM ahead of time for their extension.
- 3- Act as PA administrator in PRISM HR system. Prepare, maintain and follow up on contracts and all related SAP personnel actions; promotions, separations for staff members, consultants, interns, and hourly/daily contracts.
- 4- Arrange for the employee's "Entry-on-Duty" Medical Examination, follow up with PAC regarding their medical clearance as well as the completion of the medical forms for the admission to IOM medical service plan. Follow up on "Medical clearance process for consultants and interns and ensure submission of the required documents.

5-Follow up, maintain, and keep the attendance records accurately up to date.

6-HR focal point for processing recruitment requests in the mission:

- a- Review recruitment requests and all supporting documents
- b- Advertise vacancies
- c- Check eligibility criteria of candidates and provide clearance to panel.
- d- Attend interviews with panel members and monitor interviews process
- e- Check Candidate assessment forms (CAF) and provide inputs to panel members prior to submission to COM
- f- Contact selected candidates and prepare the formal offer to them

7-Process the separation documents for separated staff and coordinate with PAC the submission of the separation clearance forms and staff entitlements before releasing the final payment .

8-Assist in the preparation of official correspondences with the Ministry of Foreign Affairs necessary for:

- a-Application for residency visas, IDs, driver's and vehicles' licenses for International staff members;
- b- Application and follow up on the status of IOM official vehicles, renewal of permits and clearance processes of new vehicles
- c- Establishment of contact with the visitors and decorations section to ensure that all protocols are implemented for VIP visits;
- d- Issuance and renewal of airport permanent and temporarily passes for IOM staff.

9-Provide and organize HR orientation sessions to new hires and responsible for organizing the general RMU orientation sessions

10-Participate with the National HR Officer in the UN HR working group meetings as part of the implementation of the BOS.

11-Issue certificate of employment, HR Letters, NVs, separation, termination, and non-extension notices.

12-Monitor and ensure the proper implementation of the Staff Evaluation System (SES) in the mission and guide staff on the process.

13-Responsible for scanning and e-filing of HR documents in SAP Share point for easy restoration.

14-Ensure data integrity and consistency in PRISM HR. Follow up and apply new updates from PAC and PRISM advisories.

15- Any other duties as may be assigned.

Required Qualifications and Experience:

Education

- University degree in Human Resources / Business Administration or related field from an accredited academic institution with three years of relevant work experience in human resources / administration work field, or
- Secondary School Education with five years of relevant professional experience.

Experience & Skills

- Previous experience working with IOM or with UN specialized agencies.
- Strong sense of details and accuracy in all matters.
- Commitment to continuous learning, efficiency, flexibility and a drive for results.
- High level of computer literacy including experience in computerized HR systems.
- Good knowledge of MS Office with excellent knowledge of MS Excel.
- Good communication skills.
- Knowledge of SAP is an advantage.

Languages

- Fluency in English and Arabic (oral and written) is required.

Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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 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.

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.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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 expected to submit their applications on or before **Thursday, 04 Auguts 2022 - Cairo time** to [Careers | IOM Egypt](#). Late submissions will not be considered.

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 and considered for the announced vacancy.

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

Posting period:

From 24.07.2022 to 04.08.2022