



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Position Title : **Human Resources Assistant**

Duty Station : **Khartoum, Sudan**

Classification : **G5**

Type of Appointment : **one-year fixed term, with possibility of extension**

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

Closing Date : **October 28,2018**

Reference Code : **VN 28 2018 (N)**

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 and direct supervision of the National HR Officer; the successful candidate will be responsible for providing specialized assistance in human resources management and operational support. In Particular s/he will be responsible for:

Core Functions / Responsibilities:

1. Assist in recruitment/separation process of the consultant and prepare monthly payment accordingly.
2. Participate in the selection of candidates general service category positions; including evaluating and screening applications of such candidates, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-lists of candidates;
3. Assists in the filling of posts for all categories, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-



- recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments;
4. Assists in organizing and coordinating competitive recruitment examinations;
 5. Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements;
 6. Assists in the preparation and verification of national staff payroll and related follow up;
 7. Assists in the organization and conducts of training courses and workshops;
 8. Provides logistics and administrative support to trainers;
 9. Assists in reviewing and processing requests for classification;
 10. Conducts exit interviews for separating staff and assists him/her in final arrangements;
 11. Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports;
 12. Undertakes research on a range of HR related issues and assists in the preparation of notes/reports;
 13. Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; performs budget preparation, input monitoring and implementation in data base, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc;
 14. Prepares written response to queries concerning HR related matters;
 15. Trains and provides guidance to new staff in the unit;
 16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree preferably in Human Resources, Business Administration or related field; Previous working experience of at least three years on similar responsibilities.

Experience

- Experience MS package (Word, Excel, Outlook);
- Excellent communication skills, negotiation and organizational skills;
- Experience in preparing clear and concise reports;



- Good analytical skills and ability to work effectively and harmoniously with colleagues from different cultures and varied professional backgrounds and in stressful conditions.

Technical

- Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives;
- Effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM processes;
- Delivers Human Resources solutions customized to the needs of IOM.

Languages

Fluency in **English** and **Arabic** is required.

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.



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How to apply:

Interested candidates are invited to submit their applications via email: sudahrdept@iom.int, by October 28, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 14.10.2018 to 28.10.2018](#)