



Position Title:	<b>Human Resources Clerk</b>
Duty Station:	<b>Port Sudan, Sudan</b>
Classification:	<b>G3</b>
Type of Appointment:	<b>Special Short-term graded contract, Six months with possibility of extension</b>
Estimated Start Date	<b>As soon as possible</b>
Closing Date	<b>May 11, 2024</b>
Reference Code	<b>SVN 17 2024</b>

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 Senior Resources Management Officer (SRMO) and Human Resources Officer. Under the direct supervision of the Senior Human Resources Assistant and, in collaboration with relevant units at Headquarters and the Administrative Centres, the incumbent will be responsible for the following duties:

***Core Functions / Responsibilities:***

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.
2. 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.
3. 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.
4. Maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies).
5. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.

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**IOM International Organization for Migration - Sudan Office**

Main Office in Port Sudan -Plot No. 6 • Block Z-5 • Transit • Port Sudan • Sudan.

Tel: +249 156554600/1/2 | E-mail: [iomkhartoum@iom.int](mailto:iomkhartoum@iom.int) | Website: [www.sudan.iom.int](http://www.sudan.iom.int)

6. 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.
7. 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**

- Knowledge and understanding of Human Resources/Administrative best practices and procedures.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP and Oracle is a distinct advantage.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, detailed and clients-oriented, patient and willingness to learn new things.

#### **Languages**

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

### ***Required Competencies***

**Values** – all IOM staff members must abide by and demonstrate these 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** – behavioral 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 of 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.

### **Other**

- Any offer made to the candidate in relation to this vacancy notice is **subject to funding confirmation.**
- Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.
- Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- Accommodation is not provided.
- This position is open to **ONLY Sudanese nationals.**
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**

### **How to apply**

Interested candidates are invited to submit their applications via email referencing subject as “**SVN 17 2024 Human Resources Clark, Port Sudan**”.

Kindly send the following document to: [sudancareer@iom.int](mailto:sudancareer@iom.int)

1. Cover Letter
2. CV
3. PHF (Personal History Form)

**Any application that does not comply with the above-mentioned instructions will be automatically excluded from the process. Only shortlisted candidates will be contacted.**

### **Posting Period**

From 25.04.2024 to 11.05.2024.



***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.