



Position Title:	Human Resources Assistant – 2 Positions
Duty Station:	Port Sudan, Sudan
Classification:	G4
Type of Appointment:	Special Short-Term Graded Contract, Six months with possibility of extension
Estimated Start Date	As soon as possible
Closing Date	May 11, 2024
Reference Code	SVN 18 2024

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 Centers, the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving, and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry out pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, 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; monitor and follow



up on contractual situation and entitlements and generate reports, contract extensions, personnel actions, and other related documentation.

4. Perform the role of Time-keeper in PRISM; maintain, update, and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Support the separation, classification, reclassification, and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals, and coordinating with relevant units in the Regional Office and Administrative Centers.
6. Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, Human Resources policies, regulations, guidelines and manuals, internal controls, etc.
7. Draft certificates of employment, notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
8. 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.
9. Respond to general inquiries regarding Human Resources policies, instructions, and procedures.
10. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- High School diploma with four years of relevant experience.
Or
- Bachelor's degree in human resources, Business Administration, Psychology, or related field with two years 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 18 2024 Human Resources Assistant, Port Sudan**”.

Kindly send the following document to: 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.