



Position Title:	Human Resources Assistant
Duty Station:	Port Sudan, Sudan
Classification:	G5
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 20 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 National Human Resources Officer 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. Assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Post Description, drafting and posting Vacancy Notice/Special Vacancy Notice, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates' assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc.
2. Carry-out and coordinate pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams and follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearance, coordinate enrollment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, 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; verify eligibility for

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allowances and other benefits, monitor and follow up on contractual situation and entitlements, and initiate prompt actions and generate reports, contract extensions, personnel actions, and other related documentation.

4. Perform the role of Time-keeper in PRISM; monitor, maintain, update and reconcile leave quotas based on supporting documentation; generate, edit and analyse leave-related reports; respond to questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Carry-out a wide range of Human Resources actions, including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases, etc. and coordinate with the Regional Office, Administrative Centers, and Human Resource Management in Geneva as appropriate.
6. Prepare all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; open and update personal files, create and maintain a systematic way to archive Human Resources documents (electronic and hard copies). 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. Assist in monitoring compliance with the Staff Evaluation System and follow-up with staff and supervisor as needed; facilitate compliance by providing technical guidance on the use of the system.
8. Organize Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records.
9. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions, and procedures. Respond to standard inquiries and refer the most sensitive/complex ones.
10. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office. Assist in analyzing and resolving sensitive cases by collating background information, preparing summaries, and sharing best practices.
11. Participate in inter-agency Human Resources related working groups as assigned.
12. Provide guidance and training to new/junior staff in the unit.
13. Perform other related duties as assigned.



Required Qualifications and Experience

Education

- High School diploma with five years of relevant experience; or
- Bachelor's degree in human resources, Business Administration, Psychology, or related field with three 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, details 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 20 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.