



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: National Human Resources Officer
Organizational Unit	: Resources Management Division
Duty Station	: Erbil - Iraq
Classification	: National Officer Category, NOA
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 23 rd July 2024
Reference Code	: SVN2024/IRQ/169

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. Applications from qualified female candidates are especially encouraged as well as the 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 Head of Resources Management and the direct supervision of the Human Resources Officer, and in close collaboration with PAC and MHRO, the NHRO will be responsible and accountable for providing necessary support in the management of human resources of the Mission and its sub-offices. In particular, s/he will:

Core Functions / Responsibilities:

1. Assist the Human Resources Officer in coordinating and monitoring the Human Resources Management in the mission in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the office.
2. Advise staff on the interpreting and applying IOM's Human Resources policies, rules and regulations, as well as standards and techniques taking into account the Mission's activities; and ensure that local administrative procedures are in place and followed and are in accordance with these practices.
3. Supervise the maintenance of personnel files and ensure that attendance records of all international staff and national staff of the Mission are maintained.
4. In coordination with the Human Resources Officer, assist in setting-up and implementing effective administrative procedures and internal controls; review audit recommendations on Human Resources matters and coordinate and implement them.
5. Coordinate with Human Resources Officer on delivery of benefits/privileges to international staff in the field such as, Danger Pay, Health Insurance/ Medical Service Plan (HI/MSP), etc., and the administration of rest and recuperation (R&R) travel.
6. Supervise the timely preparation of the monthly payroll for national staff.
7. Monitor effective administration of ERP Human Resources modules; oversee and validate data recorded in the system and carry-out assigned roles with accuracy and timeliness.

8. Assist in the planning and organizing of the staff development and training for the Mission in close collaboration with Human Resources Management/ Staff Development and Learning (HRM/SDL), including the establishment of staff development and training priorities and plans; conduct of PSEA and training the junior administrative staff of Sub offices as needed.
9. Advise on staffing issues and oversee the elaboration of project staffing tables, including vacancies and use of temporary assistance to meet exceptional work requirements.
10. Assist the Human Resources Officer in the preparation of administrative reports that may be required in coordination with all the Heads of Hubs and Programme Managers.
11. Ensure the coordination of the implementation of the Mission's staff evaluation system.
12. Provide support to the Mission on administrative actions and Legal issues.
13. Liaise with and maintain good working relationships with IOM partners as well as with other IOM Missions as necessary for the effective exercise of his/her functions.
14. Perform such other duties as may be assigned.

Qualifications.

Education

- Master's degree in Human Resources, Business Administration, Psychology or a related field from an accredited academic institution or
- University degree from an accredited academic institution, with minimum 2 years of relevant professional experiences as above.

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;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good knowledge of IOM/ UN Human Resources policies and staff rules and regulations;
- Excellent organizational; interpersonal; communication; analytical and creative thinking skills.
- Ability to prepare clear and concise reports

Languages

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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 2*

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

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

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ169>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 09.07.2024 to 23.07.2024