



## **VACANCY NOTICE** **IOM LIBYA MISSION IN TUNIS**

Position Title:	<b>HR Assistant</b>
Duty Station:	<b>IOM Libya, based in Tunisia</b>
Classification:	<b>G5</b>
Type of Appointment:	<b>Special Short Term for 6 months with possibility of extension.</b>
Estimated Start Date:	<b>As soon as possible</b>
Closing Date:	<b>19 February 2018</b>
Reference Code:	<b>LY20-2018-002</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:***

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Under the overall supervision of the Senior Resource Management Officer and the direct supervision of the Human Resource Officer, the successful candidate will be responsible and accountable for providing necessary support to human resources functions of IOM Libya based in Tunis:

### ***Core Functions / Responsibilities:***

1. Recruitment Cycle and assignment of staff (National and International including)

- Coordinate with PAC/MHRO-REC for classification of Terms of References
  - Advertise vacancies and shortlist applicants;
  - Schedule interviews, prepare interview protocols and recruitment forms for the interview panel and interview candidates;
  - Contact selected candidates and prepare the offer to them
  - Conduct Orientation and welcoming new employees to the organization
2. Process national staff members contracts, personnel actions, promotions and separations and coordinate with relevant unit in Field Personnel unit Panama
  3. Process national staff entitlements and benefits in accordance with Staff Rules and established HR procedures.
  4. Assist in processing the payroll each month
  5. Coordinate with PAC on reclassification of positions and prepare and issue the promotion calculation tables
  6. Maintenance and update of personnel files for national and international staff;
  7. Ensure that SAP is updated with employees' information and data
  8. Issue certificate of employment, HR Letters, separation, termination and non-extension notices.
  9. Process separation documents for national staff including preparation and issuance of the separation notices, coordinate with PAC the submission of the separation clearance forms and staff entitlements before releasing the final payment
  10. Arrange for the employees' Entry on Duty Medical Examination, follow up with PAC regarding their medical clearance as well as the completion of the medical forms for the admission to IOM medical service plan Undertake duty travel when necessary.
  11. Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
  12. Assist the Human Resource Officer in analyzing and resolving HR issues/complaints in the mission through fact based information and best practice sharing;
  13. Assist in the preparation of the required official work papers and documents for the Ministry of Foreign Affairs for :
    - Application for residency visas, IDs, personal and cars license for International staff members;
    - Application and following up on the status of IOM officials vehicles, renewing of license and clearing process of new vehicles
    - Establish contact with the visitors and decorations section to ensure that all protocols are implemented for VIP visits;
    - Follow up on the issuance and renewal of airport permanent and temporarily passes for IOM staff.
  14. Perform any other duties may be assigned by the supervisor.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Business Administration or any related field with 3 years of experience or High school diploma with 5 years of experience

### **Experience**

- At least 3 years of relevant working experience
- Work experience from an international organization is an advantage
- Previous working experience in other international organizations (IOM, UN etc.) is an advantage.
- Attention to detail and ability to organize
- Excellent computer skills - Word, Excel and Internet Strong interpersonal and communication skills
- Ability to work under pressure with minimum supervision
- Experience in PRISM SAP

### **Languages**

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

Knowledge of French considered an advantage

### ***Required Competencies***

- 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.

### ***How to apply:***

Interested candidates are invited to submit their applications via email: [hrdlibya@iom.int](mailto:hrdlibya@iom.int), by February 19, 2018 at the latest, referring to this advertisement by mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

***Only shortlisted candidates will be contacted.***

***Posting period:***

From 13.02.2018 to 19.02.2018