



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

SPECIAL VACANCY NOTICE

IOM TUNISIA: SVATN/2018-018

Junior Admin/HR Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Junior Admin/HR Assistant** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF/CVs and cover letter specifying the motivation for applications to **Tunisrecruitment@iom.int** no later than 21st October 2018; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	Junior Admin/HR Assistant
Duty Station:	Tunis, Tunisia
Classification:	UG
Type of Appointment:	Special Short Term contract; 6 months
Estimated Start Date:	October 2018
Reference Code:	SVATN/2018-018

Organizational Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization in the field of migration 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.

Under the direct supervision of the Senior Administrative and HR Assistant (SHRA), and overall supervision and guidance of Chief of Mission, the incumbent will be responsible for providing administrative support to the Admin-HR unit in the mission.

Core Functions / Responsibilities:

The successful candidate will be responsible for:

1. Assist in coordination of the recruitment cycle including:
 - Advertise vacancies,
 - Contact short-listed applicants for interviews,
 - Coordinate room availability and distribute interview schedule,
 - Ensure all interview related material is available,
 - Administer practical skills test when required,

2. Undertake regular checks in the staff personal files to ensure that the files are updated;
3. Follow up from staff on any pending and yearly compulsory documents required;
4. Maintain and update overtime/compensatory leave, sick/annual leave records of all staff. Regularly check the attendance reports for SMs;
5. Prepare Overtime calculations for Drivers in coordination with the Sr. HR Assistant;
6. Track staff member's annual leave balances of and notify supervisors and SM quarterly;
7. Responsible for distribution of monthly timesheets to all staff and following up on submission of the signed copies from the staff;
8. Assist in preparing general staff letters relative to HR in coordination with the Sr HR Assistant;
9. Maintain and update the HR file with all updated General Instructions, General Bulletins and any other HR information updates;
10. Prepare MSP cards for all National staff under the MSP cover;
11. Update and keep track of progress of submission of Security Training Certificates (BSITF II and ASITF);
12. Update and keep track of progress of submission of all mandatory Training Certificates (Gender, Ethics and conduct, PSEA, etc);
13. Assist in providing regular update on IOM Tunisia staff list to UNDSS;
14. Assist in the administrative tasks, including management of phone calls and registering messages;
15. Keep the confidentiality matters as defined by the mission's requirements and IOM sources;
16. Perform such other duties as may be required

Required Competencies:**Behavioral:**

- Follows all relevant procedures, process and policies.
- Meets deadline, cost and quality requirements for outputs.
- Actively shares relevant information.
- Accepts and gives constructive criticism.

- Demonstrates interest in improving relevant skills.
- Clearly communicates and listens to feedback on changing priorities and procedures.
- Proactively develops new ways to resolve problems.
- Listens effectively and communicates clearly, adapting delivery to the Audience.
- Identifies priority activities and assignments for self and others.
- Organizes and documents work to allow for planned and unplanned handovers.
- Actively contributes to an effective, collegial and agreeable team environment.
- Persistent, calm, and polite in the face of challenges and stress.
- Takes joint responsibility for team's work.

Required Qualifications:

Education & Experience:

- Bachelors or Equivalent or Higher degree in Human Resources, Business Management, from an accredited academic institution and one year of relevant professional experience; or High School Degree/Certificate degree in the above fields with three years of relevant professional experience,
- Effectively applies knowledge of relevant HR discipline,
- Experience in screening candidates and applications, respecting the internal rules and procedures,
- Follows internal control procedures to prevent fraud and mismanagement,
- Discreet, details-oriented, patient and willingness to learn new things,
- Team-work oriented, capacity to work independently; sensitive to gender issues, personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels,
- Excellent computer skills, especially in MS Office, Excellent organizational skills with flexible approach to a wide range of duties,
- Strong communications and interpersonal skills,

Languages:

Fluency in written and oral Arabic, French and English.

Posting period:

From 08.10.2018 to 21.10.2018