



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Human Resources and Administrative Assistant**  
Duty Station : **Tunis, Tunisia**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Six months, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **March 20, 2019**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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.*

IOM is committed to a diverse and inclusive work 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 Resource Management Officer and direct supervision of the Human Resource Officer, the successful candidate will provide assistance in carrying-out all Committed to Good (CTG) administrative and financial matters as well as IOM administrative tasks and visa processing.

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

#### **Focal person for third party:**

1. Provide support and assistance to the Human Resource Officer to coordinate the new contracts with CTG-third party for the Country Office;
2. Ensure effective information gathering from all Units in the Country Office to support new recruitments of third-party consultants, consolidate drafts of ToRs based on IOM templates and collects all supportive documents for the submission to the third party;
3. Follow-up within IOM and with the third party for all contractual and human resources issues relates the consultants hired in Libya;
4. Follow-up with CTG while ensuring the timely preparation of extensions of contracts of third-party consultants and/or termination/no extensions as required;

5. Follow-up on all financial and administrative related matters in collaboration with the third party for services provided in Libya;
6. Validate a monthly payroll based on documents received from third party including invoices and timesheets of CTG consultants to ensure timely payment of their salaries; and,
7. Gather from other UN Agencies and other IOM partners information on contract with third parties for strategic partnerships of IOM.

**IOM HR Administrative tasks:**

8. Assist with maintenance and update of personnel files for IOM national and international staff;
9. Assist with the issuance of certificate of employment, HR Letters, separation, termination and non-extension notices;
10. Assist with the 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;
11. Monitor the attendance and leave records of national and international staff;
12. Gather and send the medical claims for National and International staff on monthly basis;
13. Prepare required documents for issuance/renewal of UN ID cards;
14. Assist in the travel authorization for new hires and official visitors;
15. Ensure timely preparation of requests for payment for consultancy/hourly salaries;
16. Prepare request in coordination with HRO on benefits/entitlements of International staff: Settling in grant; Danger Pay; and, Rest & Recuperation.
17. Maintain a filing system of the attendance of International staff with regards to the payment of Danger pay and Rest and Recuperation;
18. Keep records of all payments done with national and international staff;
19. Assist HRO in monitoring SES compliance of national staff.

**Visa Process:**

20. Ensure timely preparation of required official paper work and documents for the Ministry of Foreign Affairs for applicants for residency visa (Note Verbal, Letter of engagement, mission order, etc.);
21. Follow up on new visa laws policies and procedures recording any updates on visa application requirements;
22. Maintain a filing system with all passports of International staff with validity of their visa expiry dates;
23. Coordinate with Administrative and Visa Assistants in Tripoli and Visa Protocol Assistant in Tunis regarding visa process; and,
24. Perform any other duties as may be assigned by the supervisor.

***Required Qualifications and Experience***

**Education**

- University degree in Human Resources Management, Psychology, Industrial Relations, Behavioral and Development Studies, Public or Business Administration, or a related field from an accredited academic institution, with

- two years of relevant professional experience in human resource management and general personnel administration; or,
- Completed High School degree from an accredited academic institution, with four years of relevant professional experience.
  - Diploma or Certification in HR is an advantage

### **Experience**

- Experience in human resource management;
- Demonstrated ability to communicate clearly and effectively with clients;
- High level of computer literacy with experience in HR IT systems and applications; working knowledge of SAP an advantage; and,
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.

### **Languages**

Fluency in **English** and **Arabic** is required.  
Working knowledge of **French** is advantageous

### **Required Competencies**

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 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 for 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.

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.

- University degree in Human Resources Management, Psychology, Industrial Relations, Behavioral and Development Studies, Public or Business Administration, or a related field from an accredited academic institution, with two years of relevant professional experience in human resource management and general personnel administration; or,
- Completed High School degree from an accredited academic institution, with four years of relevant professional experience.
- Diploma or Certification in HR is an advantage.

### **Experience**

- Experience in human resource management;
- Demonstrated ability to communicate clearly and effectively with clients;
- High level of computer literacy with experience in HR IT systems and applications; working knowledge of SAP an advantage; and,
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.

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

Interested candidates are invited to submit their updated CV with a cover letter to [hrdlibya@iom.int](mailto:hrdlibya@iom.int), by 20 March 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 14.03.2019 To 20.03.2019