



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

VACANCY NOTICE

IOM TUNISIA: VNTN2022-029

Senior Human Resources Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Senior Human Resources Assistant** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications including: PHForm, CVs and cover letter specifying the motivation for applications to Tunisrecruitment@iom.int no later than **07 June 2022**; indicating the following reference code in the subject: **VNTN2022-029- Senior Human Resources Assistant**.

Please note that only short-listed candidates will be contacted, and applications submitted without [PHForm](#) will not be considered.

Position Title:	Senior Human Resources Assistant
Duty Station:	Tunis, Tunisia
Classification:	G6
Type of Appointment:	One Year Fixed Term contract (12 months with possibility of extension)
Estimated Start Date:	ASAP
Reference Code:	SVNTN2022-029

Organizational Context and Scope:

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.

Under the overall supervision of the Chief of Mission (CoM) in Tunisia and direct supervision of the Head of Resources Management; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Tunisia.

Core Functions / Responsibilities:

1. Participate in evaluation of staffing needs in the office and assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Terms of Reference, 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 Service (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, maintain and verify data based on approvals and supporting documentation; verify eligibility for allowances and other benefits, monitor and follow up on contractual situation and entitlements, and initiate and coordinate prompt actions; generate, edit and review reports, contract extensions, personnel actions and other related documentation.
4. Monitor attendance and leave administration; 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 and monitor a wide range of Human Resource actions including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate.
6. Prepare, coordinate and monitor all reports on personnel matters/HR data analysis and trends and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; 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. Monitor 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. Plan and coordinate the organization of Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records. Participate in assessments of staff training and development needs.
9. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions and procedures. Respond to standard and more complex inquiries and refer the most sensitive ones as appropriate.

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/audit recommendations by collating background information, preparing summaries and sharing best practices. Provides comments on interpretation
11. Participate in inter-agency Human Resources related working groups as assigned.
12. Provide guidance and training to and coordinate and monitor work of new/junior staff in the unit.
13. Provide specialized support to ensure efficient and effective HR internal control process in line with Compliance Control Self-Assessment Tool (CCSAT)
14. Participate in the monthly payroll for national staff and ensure its accuracy and timeliness. Ensure that its validation and verification has been conducted in coordination with Finance staff and RMO. Supervise all other payments related to HR (consultants, entitlements to non-staff, etc),
15. Perform other related duties as assigned.

Required Competencies:

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

Values - all IOM staff members must abide by and demonstrate these three 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

- 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.

Managerial Competencies

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.

- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Required Qualifications:

Education & Experience & skills:

- High School diploma with six years of relevant experience; or Bachelor's degree in Human Resources, Business Administration, Psychology or related field with four years of relevant professional 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.
- Knowledge of human resources management principles, strategies and best practices,
- Knowledge of data metrics and reporting, excellent analytical and creative thinking,
- Proven ability to write clearly and concisely, and present ideas in a user-friendly language,

Languages:

Fluency in French, Arabic, English (written and spoken) is required.

Other:

- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Vaccination against COVID-19 is required. This will be verified as part of the medical clearance process.

ADDITIONAL INFORMATION :

- Incomplete applications will not be considered. Applications received after the closing date will not be accepted.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- The list of accredited institutions can be found at <https://www.whed.net/home.php>

Posting period:

From 24 May 2022 – 07 June 2022.