



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

SPECIAL VACANCY NOTICE
IOM TUNIS: SVNTN2020-033
Admin/HR Intern
Extension

The UN agency for Migration – IOM Tunisia is looking for **an Admin and Human Resources Intern** 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 **19th of September 2021** indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted and Applications submitted without PHForm will not be considered.

Duty Station: Tunis, Tunisia
Position Title: Admin/HR Intern
Classification: Internship
Type of Appointment : 3 months
Estimated starting date: ASAP
Reference Code: SVNTN2020-033

Duties and Responsibilities:

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 guidance of the Chief of Mission, and the direct supervision of the Senior Human Resources Assistant, the incumbent will provide general administrative support to the Admin/Human Resources team. S/he will do so in close consultation with relevant partners and colleagues of the IOM Tunis office.



Essential Functions Include:

The selected candidate particularly will:

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
 - Coordinate publishing of new positions, collect and sort the incoming CVs and log them into appropriate spreadsheet,
 - Assist in the completion of pre-employment formalities including reference checks and follow-up on medical clearances
 - Prepare new hire packages and participate in the introduction of new recruits
2. Assist in the coordination and monitoring of staff attendance:
 - Monitor Presence/Absence; leave requests, sick leave/certificates
 - Calculate overtime for staff, according to established procedures
 - Perform timekeeping calculations and prepare leave balance exercises on a periodic basis
 - Ensure receipt of signed Staff Attendance Records
3. Responsible for distribution of monthly timesheets to all staff and following up on submission of the signed copies from the staff;
4. Assist in the update and preparation of different monitoring tables, Word letters, Excel documents as instructed;
5. Update and keep track of progress of submission of all mandatory Training Certificates (Gender, Ethics and conduct, PSEA, etc);
6. Assist in the administrative tasks, including management of phone calls and registering messages;
7. Keep the confidentiality matters as defined by the mission's requirements and IOM sources;
8. Perform any other related tasks that may be assigned.



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Learning Objectives:

- Introduction of IOM's work;
- Human Resource hands-on experience in performance and talent management, staff planning, employee relations, organizational development and legal compliance
- Increase knowledge and understanding of issues related to quality assurance in recruitment process and the impact;
- Opportunities to apply classroom knowledge in a professional environment along with an insight of the everyday office environment
- Build and develop professional relationships with IOM colleagues in other units
- Work as a team member in a multicultural setting
- Develop intranet content knowledge
- Letter of recommendation upon satisfactory completion of the internship

Required Qualifications and Experience:

- a) Recently graduated from an accredited academic institution, preferably in Human Resources, Labor Management, or Law; OR students approaching the end of their Master and preparing a thesis.
- b) Demonstrated interest in working in international organization;
- c) Excellent computer skills, especially in MS Office, Excellent organizational skills with flexible approach to a wide range of duties;
- d) Discreet, details-oriented, patient and willingness to learn new things,
- e) Strong communications and interpersonal skills.
- f) Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds

Languages:

Full fluency in written and spoken French and English.

Publication date:

From 03/09/2021 to 19/09/2021.