



IOM International Organization for Migration

Vacancy Notice 2023-16 Open to Internal and External Candidates

Position Title	: Human Resources Assistant
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-4, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: May 23, 2023

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 Resources Management Officer (RMO); and direct supervision of the Human Resources Officer and, in collaboration with relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for supporting the human resources function in Chisinau, Moldova.

Core Functions / Responsibilities:

1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving, sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry-out pre-employment activities such as preparation of Entry on Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, etc.
3. Perform assigned role(s) in PRISM HR paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation;

monitor and follow up on contractual situation and entitlements and generate reports, contract extensions, personnel actions and other related documentation.

4. Perform the role of Time-keeper in PRISM; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units in the Regional Office and Administrative Centres.
6. 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. Draft certificates of employment, notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
8. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
9. Respond to general inquiries regarding Human Resources policies, instructions and procedures.
10. Perform other related duties as assigned.

Required Qualifications and Experience

Education:

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in human resources, business administration, psychology, or related field with two years of relevant professional experience.

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.

Skills:

Attention to detail, ability to organize paperwork in a methodical way;

Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages:

Fluency in English and Romanian (oral and written). Working knowledge of Russian.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

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.

How to apply:

Interested applicants are invited to send the Personal History form

https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: harchisinau@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Those candidates who have already applied in response to earlier advertisement will be automatically considered and do not need to apply again.

Closing date for applications is **23 May 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 09.05.2023 to 23.05.2023