

Senior Human Resource Assistant (G6)

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Senior Human Resource Assistant**
Reference No : **VN/UG/004/2023**
Duty Station : **Kampala, Uganda**
Classification : **General Service (G6)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24th February 2023**

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 environment. Internal candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

Under overall supervision of the Chief of Mission, the administrative and functional supervision of the Senior Resource Management Officer, and the direct supervision of the Human Resource Officer, the Senior Human Resource Assistant will be responsible and accountable for managing the resources management functions in IOM Uganda, with the following duties and responsibilities:

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 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 Performance Appraisal 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 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. Perform other related duties as assigned

Required Qualifications and Experience

Education

- University degree in Human Resources, Business Administration, Psychology or a related field from an accredited academic institution with four years of relevant professional experience; **OR**
- High school diploma with six years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in Oracle/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.

Languages

- Fluency in English

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: 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 – behavioural indicators *level 2*

- 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 – behavioural indicators *level 2*

- 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.

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to hruganda@iom.int no later than 24th February 2023. Reference Number and Position Title: **VN/UG/004/2023 – Senior Human Resource Assistant** should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period:

From: **10th-24th February 2023**