



Call for Applications

Position Title : Human Resources Intern
Duty Station : Harare, Zimbabwe
Classification : Internship Contract
Type of Appointment : 3 months with possibility of extension
Estimated Start Date : As soon as possible
CFA Reference Number : CFA2022/01
Closing Date : 27 January 2022

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

Context:

Under the overall supervising of the Resource Management Officer and direct supervision of Senior Human Resource Assistant, the successful candidate will assist with human resources management and activities.

Core Functions / Responsibilities:

1. Provide administrative support towards the smooth running of the HR department.
2. Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical tests, support with reference checks and sending out messages to candidates, among other tasks.
3. Support employee records filing and maintain data based on approvals and supporting documentation, generate reports, contract extensions, personnel actions, and other related documentation.
4. Maintain orderly personnel files of staff, instructions, bulletins, and other documents in the Human Resources Unit (electronic and/or hard copies).
5. Initiate background checks on short-listed candidates and coordinate newly hired staff orientations
6. Assist in the retrieval, drafting and formatting of reports, letters, notes, and other Human Resources-related correspondence as directed.
7. 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.
8. Perform other related duties as assigned by the supervisor.

Qualifications and Experience:

- Bachelor's degree in Human Resources, Business Administration, Psychology, or related field with one year of relevant professional experience.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, and Outlook. Previous experience in SAP is a distinct advantage.
- Attention to detail and ability to organize paperwork in a methodical way.
- Ability to maintain confidentiality.
- Discreet, detail and client-oriented, patient, and willing to learn new things.

Languages

Proficiency in written and spoken English.

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates:

- who have a specific interest in, or whose studies have covered, are as relevant to IOM programmes and activities.
- who recently graduated and have more than one year of relevant working experience.

Required 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

- 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 of 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

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 27 January 2022 at the latest, referring to this advertisement. Applications must include a cover letter indicating your motivation for this internship, educational background relevant to the post and knowledge, skills and competencies and IT skills and programmes that you are proficient in to make you a suitable candidate for this position.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 21 January 2022 to 27 January 2022