



Position Title : Human Resources Junior Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G3
Type of Appointment : Special Short Term with a possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2023/13
Closing Date : 12 November 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

Context:

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

Core Functions / Responsibilities:

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.
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 test, support with reference checks, sending out messages to candidates, 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; 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. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.

6. 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.
7. Perform other related duties as assigned by the supervisor

Qualifications and Experience:

- High School diploma with three years of relevant experience; or,
- Bachelor's Degree in Human Resources, Business Administration, Psychology or related field with one year 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;
- Ability to maintain confidentiality
- Discreet, details and clients-oriented, patient and willingness to learn new things; an
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;

Languages

Proficiency in written and spoken English.

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 12 November 2023 at the latest, referring to this advertisement.

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

Only shortlisted candidates will be contacted.

Posting period:

From 30 October 2023 to 12 November 2023