



Vacancy Notice 2022/005 (Re-Advertisement)

Open to Internal and External Candidates

Functional Position Title : **Human Resources Associate (Ukraine Response)**
Duty Station : **Vienna, Austria (Regional Office)**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year/ Subject to funding confirmation**
Estimated Start Date : **As soon as possible**
Closing Date : **19 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 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 Chief of Mission (CoM) and direct supervision of the Resources Management Officer (SRMO) and, in collaboration with relevant units at Regional Office, Headquarters and the Administrative Centres, the successful candidate will be supporting the ongoing Ukraine Response.

Responsibilities and Accountabilities:

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 Staff Evaluation 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:

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with four years of relevant professional experience;or
- High School diploma with six years of relevant 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;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;

Languages:

IOM's official languages are English, French and Spanish. For this position, fluency in English (oral and written) is required. Working knowledge of Ukrainian, Russian, German or any other language of the region is an advantage.

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 indicators

- 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.

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

A prerequisite for taking up the position is legal residency and work permit in Austria, as applicable.

How to apply:

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements (page 5-6 of VN 2022/005), Curriculum Vitae and Cover Letter to roviennaapplications@iom.int by 08 January 2023 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 06/02/2023 to 19/02/2023

Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN 2022/005 Human Resources Associate (Ukraine Response) (Re-Advertisement)

Education

Do you have:

Bachelor's degree in Human Resources, Business Administration, Psychology or related field with four years of relevant professional experience.

OR

High School diploma with six years of relevant experience

yes no

Experience

Do you have:

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

yes no

Previous experience in SAP is a distinct advantage;

yes no

Experience working in an international organisation in a multi-cultural setting an advantage.

yes no

Other

Are you currently holding a valid residence and work permit for Austria?

yes no

If you have dual nationality, please indicate the countries from which you hold passports.

Are currently or were previously any of your relatives employed by IOM?

yes no

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

yes no

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes no

State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately 15 days 1 month 2months

Date:

Name:

Signature: