



## Vacancy Notice 2023/002

### Open to Internal and External Candidates

Functional Position Title : **Regional Human Resources Coordinator**  
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 : **08 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:**

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives, and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and for formulating regional migration strategies. This is done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project cycle management (project development, monitoring and evaluation, and reporting) and thematic fields of migration management, including Migrant Protection and Assistance, Labour Migration and Human Development, Immigration and Border Management, Operations and Emergencies, Environment and Climate Change as well as Migration Health. The Regional Office also provides support on cross-cutting issues including gender and human rights, and provides support in the field of resources management, media and communications, and Information Technology.

Under the overall supervision of the Resources Management Officer (SRRMO) in the Regional Office Vienna and direct supervision of the Regional Human Resources Officer (RHRO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible for monitoring and supporting the human resources functions of the Country Offices (COs) within the Region and the Regional Office (RO Office) as well as for assisting on human resources related issues.

## ***Responsibilities and Accountabilities:***

### **Regional HR Support**

1. Provide HR and administrative support and guidance to the Country Offices (COs) within the Region, in managing human resources functions, such as Human Resources Administration, Staff Development and Learning, Compensation and Benefits Administration and Payroll Verification, Performance Management System Administration, HR Reporting, Quality Management and Compliance in coordination with the RHRO and SRRMO.
2. Support the timely and regular implementation of the Performance Management System and Mandatory Trainings in the RO Office and Country Offices (COs) within the Region.
3. Assist the RHRO and SRRMO in implementing IOM's Human Resources policies, rules and regulations, as well as standards and techniques taking into account programmatic activities; ensure that the COs' administrative procedures are in place and followed and are in accordance with the established practices.
4. Assist the RHRO and SRRMO in the development of relevant internal instructions, procedures, and guidelines in coordination with HRM to complement or to adapt the general instructions of IOM with regard to human resources management functions.
5. Assist in training of staff in the Region in relevant areas of human resources management including new ERP HR.

### **Regional Office HR Administration**

6. Coordinate the Human Resources administration of RO Office, ensuring HR processes are followed correctly, including but not limited to hiring, re-hiring, staff contracts administration, transfers, promotions, separations, benefits, and entitlements, issuance of UN Laissez-Passer, UN Badges, for all staff members.
7. Oversee the maintenance and accuracy of data in the HR Module and ensure to support the roll-out/implementation of new HR systems updates.
8. Ensure that relevant documentation is properly archived and maintained both electronically and physically.

### **Recruitment and Talent Management**

9. Coordinate the Recruitment processes and staffing in RO Office in close liaison with the RHRO and SRRMO and provide support to the COs when needed, in fulfilling the appropriate staff and non-staff vacancy needs, and ensure the relevant recruitment procedures are effectively applied.
10. Ensure that new staff are sufficiently briefed, including through an appropriately updated "Welcome Package", and able to assume functions at the Regional Office in a timely fashion.
11. Coordinate staff training activities in RO Office and in the COs when needed, in close coordination with the RHRO, SRRMO and Staff Development and Learning Unit.

### **Monitoring and Reporting**

12. Assist in the preparation of reports that may be required in coordination with the RHRO.
13. Ensure the regular updating of the COs' and the RO's organigrams/ staffing tables and contact lists.

14. Report regularly and bring to the attention of the RHRO and SRRMO any relevant human resources management issues in the RO and in the Region; suggest improvements and provide recommendations.
15. Assist the RHRO and SRRMO in tracking and monitoring regional statistics, planning for gender target achievements, and assisting Chiefs of Missions/Heads of Offices in the implementation of IOM's Gender Policy.
16. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education:**

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with four 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:**

- Demonstrated writing skills; Good knowledge of IOM/ UN Human Resources and financial policies and staff rules and regulations;
- Excellent organization skills; analytical and creative thinking;
- Ability to prepare clear and concise reports and coordinate effectively the human resources and administrative activities; and,
- Knowledge of staff rules and regulations, staff entitlements and benefits, recruitment and selection practices and training programmes.

### ***Languages:***

IOM's official languages are English, French and Spanish. For this position, fluency in English and German (oral and written) is required. Working knowledge of Russian 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 2023/002), Curriculum Vitae and Cover Letter to Cecilia MAGLAY – LOPEZ ([cmaglay@iom.int](mailto:cmaglay@iom.int)) by 08 February 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 25/01/2023 to 08/02/2023

## Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

### VN 2023/002 Regional Human Resources Coordinator

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#### Education

Do you have:

High School diploma with six years of relevant experience;

OR

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

yes  no

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#### Experience

Do you have:

Proven experience in working with Enterprise Resource Platform (ERP) systems such as Systems Applications and Products (SAP) is an advantage.

yes  no

Proficiency knowledge in Microsoft Office suite (Word, Excel, PowerPoint, etc.).

yes  no

Work experience with an international organization is an asset.

yes  no

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#### 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

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**Date:**

**Name:**

**Signature:**