



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

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| Position Title | HR Specialist (HR Administration) |
| Grade | G-6 |
| Duty station | Manila (Global) Administrative Centre (MAC) |
| Job classification | General Staff |
| Type of Appointment | Fixed term, one year with possibility of extension |
| Salary | Php 746,790.00 per annum net of taxes |
| Closing date | 05 Oct 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.

IOM is committed to a diverse and inclusive work 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 Human Resources Administration Unit (HRAU), located in the Manila Human Resources Operations and Administrative Services (MHRO), is responsible for providing a full range of personnel support services relating to contract administration and entitlements and benefits to IOM staff in the Professional category and General Service staff in Headquarters (HQ).

Under the overall supervision of the Head, Human Resources Administration Unit and direct supervision of the National Human Resources Officer, the incumbent is responsible for the human resources administration services for staff in the Professional category in a specific Region and / or Headquarters based General Service Staff.

Core Functions / Responsibilities

- Provide information, documentation and guidance to staff members on the interpretation of Human Resources policies, regulations and rules.
- Respond to staff queries via phone, Skype for Business or e-mail relating to Human Resources Administration, for staff within the assigned region/area of responsibility, in an accurate and timely manner.
- Verify and complete all administrative actions relating to contract administration and entitlements and benefits for all staff, within the assigned region/area of responsibility, as defined in the HRAU Transaction and Approval Matrix, within the defined service levels for each action.
- Coordinate with other units within the MHRO, other relevant Offices and HQ Departments on hiring requirements such as medical clearance, travel bookings, security clearance, visa obtainment, etc.

- Review and update accurately Human Resources master data in the Organization's Enterprise Resource Planning (ERP) system, as required.
- Review and escalate complex cases, if required, to the National Human Resources Officer for assistance with resolution.
- Verify and complete all staff actions which impact payroll and other benefits and entitlements, within the timelines defined by the Payroll Unit, to ensure timely and accurate payment of allowances.
- Monitor recurring actions and proactively follow up with staff members as required.
- Review HR actions processed by Human Resources Assistants and submit for approval, as defined in the HRAU Transaction and Approval Matrix.
- Perform other related duties as may be assigned.

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

- Experience in Human Resources Management and personnel administration.
- Experience using an ERP system.
- Experience in an international organization, non-government or government organisation, in a multi-cultural setting, is an advantage.
- Advanced knowledge of Microsoft Office.
- Knowledge of IOM/UN HR procedures and rules is an asset.
- Knowledge of SAP highly desirable.

Languages

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies

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.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

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.

How to apply

Interested candidates are invited to submit their applications online clicking on the below **APPLY** button and completing the profile registration.