



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title	<b>Pension Administration Assistant</b>
Grade	<b>G-4</b>
Duty station	<b>Manila (Global) Administrative Centre (MAC)</b>
Job classification	<b>General Staff</b>
Type of Appointment	<b>Fixed term, one year with possibility of extension</b>
Salary	<b>Php 540,912.00 per annum net of taxes</b>
Closing date	<b>22 Mar 2023</b>

*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

Under the direct supervision of the National Pension Administration Officer and overall supervision of the Head of Pension Administration Unit, the successful candidate will provide administrative support to the Pension Administration Unit, including but not limited to general organisation of the pension administration office, support the pension interface processes, reporting and monitoring of transmission errors, and clerical support with the administration of the HR and Finance interface project.

### Core Functions / Responsibilities

- Review and resolve UNJSPF (UN Joint Staff Pension Fund) transmission errors by collaborating the issues on incomplete or missing data with the responsible stakeholders (e.g. PRISM or mission HR/Finance focal persons).
- Coordinate with UNJSPF participants and HR Personnel Administrators in obtaining, collating, verifying participant's record vis-à-vis HR and UNJSPF data to ensure accuracy of data.
- Provide periodic reports on completed and pending transmission issues including tracking errors from the UNJSPF transmissions and other tasks at hand to supervisor.
- Perform assigned role(s) in the systems, paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation; generate reports, and other related documentation.
- Maintain orderly pension files of participants and separated staff, instructions, bulletins and other documents in the Pension Administration Unit (electronic and/or hard copies).
- Contribute to the retrieval, drafting and formatting of reports, letters, notes and other Pension-related correspondence as directed by supervisor.

- Provide general assistance in circulation of pension announcements, preparation of materials necessary for presentations and sending out messages to participants, etc.
- Respond to basic queries of participants.
- First tier in reviewing the Separation Clearance Statements (SCS).
- Provide support in organizing unit meetings, presentation activities and other Pension events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
- Perform other related duties as assigned.

## **Education**

- University degree in Business Administration, Human Resources, Management or a related field from an accredited academic institution, with two-year relevant professional experience; or
- Completed High School/Secondary education 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.

## **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 applicants may send their applications to **hrmanila@iom.int** no later than **22 March 2023**. VN Number and Position Title (**VN 035/2023 - Pension Administration Assistant**) should be specified in the SUBJECT field.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Only shortlisted candidates will be contacted and an offer will be made following the confirmation of funding.