



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 007

Open to Internal and External Candidates

Position Title : **Human Resources Associate**
Duty Station : **Tangier, Morocco**
Classification : **G.5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 4th, 2024**

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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.

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 supervision of the COP/Head of Sub-Office and under the direct supervision of the National Administrative Officer of Tangier Sub-Office, the Human Resources Associate ensures the follow-up and organization of HR tasks for the FORSATY Plus program according to IOM rules and regulations, the successful candidate will closely coordinate and collaborate with all units members to ensure operations are conducted in a timely manner and in compliance with IOM rules and regulations. S/he will carry-out the following duties.

Core Functions / Responsibilities:

1. 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 Services (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 and maintain 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 prompt actions and generate reports, contract extensions, personnel actions and other related documentation.
4. Perform the role of Time-keeper in PRISM; monitor, maintain, update and reconcile leave quotas based on supporting documentation; 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 a wide range of Human Resources actions, including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases, etc. and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate.
6. Prepare all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; open and update personal files, 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. Assist in monitoring 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. Organize Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records.
9. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions and procedures. Respond to standard inquiries and refer the most sensitive/complex ones.
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.
11. Participate in inter-agency Human Resources related working groups as assigned.
12. Provide guidance and training to new/junior staff in the unit.
13. Perform other related duties as assigned.

Required Qualifications and Experience

Education

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

- Knowledge of IOM/UN Human Resources procedures and rules; Advance
- knowledge of Microsoft Office, especially Word and Excel;
- Knowledge of SAP and ORACLE highly desirable.

Languages

For this position, fluency in English and Arabic is required (oral and written). Working knowledge of French is highly desirable.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 *level 1*

- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to iomrecrutetanger@iom.int, by September 4th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Human Resources Associate- FORSATY Plus**».

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

Only shortlisted candidates will be contacted.

Posting period:

From 22.08.2024 to 04.09.2024