



Vacancy notice open to Internal and External Candidates

Duty Station: Sarajevo , Bosnia and Herzegovina

Application Deadline: 23 November 2022

Position Title: Human Resources Assistant

Contract type: SST Graded

Contract duration: 9 months, renewable

Grade: G4

Starting Date: as soon as possible

Reference Code: SVN 88-11/22

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

Core Functions/Responsibilities

Under the overall supervision of the Chief of Mission and Senior Resources Management Officer(SRMO) and direct supervision of the Senior HR Assistant; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in IOM BiH.



1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry-out pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Health Insurance Medical Services on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, 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; monitor and follow up on contractual situation and entitlements and generate reports, contract extensions, personnel actions and other related documentation.
4. Perform the role of Time-keeper in PRISM; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units in the Regional Office and Administrative Centers.
6. 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. Draft certificates of employment, notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
8. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
9. Respond to general inquiries regarding Human Resources policies, instructions and procedures.
10. Perform other related duties as assigned

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection.

Required Qualifications and Experience

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

Skills:

- Excellent planning and organizational skills
- Able to prioritize work, multi-task and meet deadlines
- Good oral and written communication skills .
- Strong computer literacy and proficiency in Microsoft Windows and MS Office applications (especially Excel)
- Strong interpersonal skills and flexibility, responsibility, integrity, teamwork, self-motivated
- Attention to detail, ability to organize paperwork in a methodical way
- Discreet, details and clients-oriented, patient and willingness to learn new things

Language(s): Fluency in English and in one of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian)

Required Competencies

The incumbent is expected to demonstrate the following values and 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

- 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.

How to apply

Interested candidates are invited to submit their application (**IOM PHF- Personal History Form and motivation letter**) electronically by email to: bihvacancies@iom.int. **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.



[IOM CV Form - Personal History Form](#)

Subject: SVN 88-11/22

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 23 November 2022.**

Posting period: 10 November - 23 November 2022.

As part of the mandatory medical entry on duty clearance, external candidates will be requested to provide evidence of full vaccination against COVID-19.

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

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, **a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**

The appointment is subject to funding confirmation.