



## SVN 2023-12

### Open to Internal and External Candidates

Position Title : **Human Resources Assistant**  
Duty Station : **Brussels, Belgium (Country Office)**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short Term 8 months or until 31.12.2023, with possibility of extension**  
Estimated Start Date : **1 May 2023**  
  
Closing Date : **31 March 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**

Under the overall supervision of the Chief of Mission (CoM) of IOM's Country Office (CO) for Belgium and Luxembourg and direct supervision of the Head of Resources Management; and, in collaboration with relevant units at Headquarters, the Regional Office for the EEA, the European Union and NATO, and IOM's Administrative Centres, the successful candidate will be responsible and accountable for managing the human resources management functions for IOM's CO for Belgium and Luxembourg.

### **Core Functions / Responsibilities**

1. Support recruitment processes in the office by coordinating the preparation, grading, and 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 IOM Health Insurance Medical Services (Manila or Panama) on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personnel 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

### ***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.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

## **Languages**

Fluency in English is required (oral and written).  
Working knowledge of French and/or Dutch is desirable.

## **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.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

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

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

### ***How to apply***

Interested candidates are invited to submit their applications to [iombrusselscoapplications@iom.int](mailto:iombrusselscoapplications@iom.int) by **31 March 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*SVN 2023-12 HR Assistant G4*) and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

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

IOM reserves the right to contact shortlisted candidates only.

### ***Posting period:***

From 17.02.2023 to 31.03.2023

