



International Organization for Migration (IOM)  
The UN Migration Agency

## SPECIAL VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Junior Human Resource Assistant**

Vacancy Number : **IOMRONBO/SVN/010/2022**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Category, Grade G3**

Type of Appointment : **Special Short Term Contract, (6 months with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **05 October 2022**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, United Republic of Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

The RO Human Resources Department undertakes a support function in the operational and programming activities of the IOM Regional Office in Kenya. The Department's functional activities include implementing human resources management policies to support the RO's strategy and the organization's structure through the recruitment, retention, evaluation, and professional development of competent and motivated staff, maintaining conditions of service, benefits and entitlements and ensuring adherence to the established Unified Staff Regulations and Rules and related policy instructions and guidelines.

Under the overall supervision Regional Human Resources Officer and the direct supervision of the Senior Human Resources Assistant, and, in collaboration with relevant units at Headquarters and the Administrative Center's, the Junior Human Resource Assistant will be responsible and accountable for the following functions in RO Nairobi, Kenya.

### ***Core Functions / Responsibilities:***

In particular he/she will:

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.
2. Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, 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; generate reports, contract extensions, personnel actions and other related documentation.
4. Maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies).
5. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.
6. 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.
7. Provide general HR/Admin support to RO Team
8. Perform other related duties as assigned.

### ***Required Qualifications and Experience***

#### **Education**

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

- Good interpersonal and communication skills
- Multi-tasking skills
- Organizing skills

## Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French or any other UN Official language is advantageous.

## **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 – 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.

### **How to apply:**

Interested candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.), Position Title and the Duty Station** with three professional referees and their contacts (both email and telephone) to: [ronairobihrdrec@iom.int](mailto:ronairobihrdrec@iom.int)

Closing Date: 05 October 2022

Only Shortlisted Applicants will be contacted.

**NOTE**

**NO FEE:** The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

***Posting period:***

**From 22.09.2022 to 05.10.2022**