



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Applicants

<b>Position Title</b>	<b>Human Resources Assistant</b>
<b>Organizational Unit</b>	
<b>Duty Station</b>	<b>Panama (Global) Administrative Centre</b>
<b>Classification</b>	<b>General Service Staff/G5</b>
<b>Type of Appointment</b>	<b>Fixed term, One Year with possibility of extension</b>
<b>Closing Date</b>	<b>31 August 2022</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.*

### **CONTEXT:**

Under the general supervision of the Head of Panama Administrative Center (PAC) and the direct supervision of the Head, Human Resources Advisory Services (HRAS); and in collaboration with relevant units at Headquarters and the Manila Administrative Centre, the successful candidate will provide general HR advisory services to HR Focal Points worldwide.

### **CORE FUNCTIONS / RESPONSIBILITIES:**

1. Provide advice to Country Offices on the proper interpretation and implementation of HR policies and guidelines, in particular on queries related to separation processes in respect of rights and entitlements, and non-staff contracts such as consultants, interns, volunteers, secondees, etc.
2. Analyse, review, and authorize Separation Clearance Statements from all IOM offices worldwide, based on related documentation and personnel actions; coordinate with Legal Department, HRM, UNJSPF and other units as required; respond to emails from former staff members requesting further information on their separation payments and entitlements with discretion and tact.
3. Provide assistance with all insurance related queries. In particular, coordinate the administrative requirements for MSP participation, calculation of premium floors, and accuracy of MSP contributions with Country Offices, and the Occupational Health Unit (OHU).

4. Provide advice on time & attendance issues, including on the administration of prolonged sick leaves, parental leave, work schedules, annual leave, special leave without pay, flexible working arrangements, official holidays, etc.; coordinate sick leaves with OHU Panama or Manila as appropriate; analyze attendance records including related documentation when required; and guide staff on the recording of leaves through the PRISM Portal.
5. Review draft attendance guidelines as prepared by Country Offices; prepare a variety of correspondence and other communications related to time and attendance administration.
6. Provide back-up assistance with PRISM HR procedures and practices; assist in solving common technical HR problems and provide training and guidance to new staff as appropriate. Provide back-up assistance with data and statistical reporting, as required.
7. 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.
8. Participate in inter-agency Human Resources related working groups as assigned.
9. Provide guidance and training to new/junior staff.
10. Perform other duties as requested by the Head of HRAS

### ***REQUIRED QUALIFICATIONS AND EXPERIENCE:***

#### **EDUCATION**

- Bachelor's or equivalent degree in Human Resources Management, Industrial Relations, Behavioural and Development Studies, Public or Business, Psychology or related field, with at least three years of relevant work experience
- or
- High School Diploma with a minimum of five years of relevant work experience

#### **EXPERIENCE**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Email, 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.
- Ability to write clearly and concisely in both required languages.

#### **SKILLS**

- Knowledge of SAP.
- Knowledge of IOM or UN HR rules and regulations.

#### **LANGUAGES**

Required: Fluency in English and Spanish (oral and written).  
Desirable: Working knowledge of French an advantage.

### ***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.

***Please keep in mind:***

The offer to candidates in relation to this vacancy is subject to confirmation of funds. Likewise, the designation will be subject to the certification of which the candidate is fit to work, the presentation of the necessary accreditations, visa or residence and security approvals.

***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 August 2022 at the latest, referring to this advertisement.

For further information, please refer to:  
<http://panama.iom.int/en/vacancies>

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

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

***Posting period:***

From 18.08.2022 to 31.08.2022

Requisition: VN2022\_23 Human Resources Assistant (57720687) Released  
Posting Channel: For Internal and External Candidates  
Date Created: 18.08.2022  
WBS: OS.0041.PA98.11.04.002