

Position Title : **Human Resources Officer (Staff Development and Learning (SDL))**
Duty Station : **Geneva, Switzerland**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **02 October 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 is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. 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.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall supervision of the Chief, Integrated Talent Management Unit and direct supervision of the Head, Staff Development and Learning (SDL), the Human Resources Officer (SDL) will support and contribute to the activities of the SDL Unit, with regards to the management, delivery and evaluation of learning and development initiatives for IOM personnel.

Core Functions / Responsibilities:

1. Establish and manage specific SDL learning initiatives in order to provide IOM personnel with relevant learning opportunities by making these available and accessible to them:

- Clifton Strength Assessment;
- Exit Survey;
- IOM Language Programme;
- Learning Needs Assessment;
- RMO Learning Path;
- UNSSC leadership courses; and,
- UNSSC Blueline platform.

2. Explore the relevance of external courses, platforms and service providers vis-à-vis the results of the learning needs assessment by conducting desk research, liaising with the SDL Teams of other agencies, and holding meetings with service providers to ensure that SDL's course offerings always addresses the current needs of the Organization.

3. Provide support in reviewing learning-related projects and proposals from vendors and participate in selection panels.

4. Partner with Regional Human Resources (HR) Business Partners and Headquarters (HQ) Departments/Divisions to support learning and development needs. Provide support to the assigned region/HQ Department as the SDL focal point.

5. Look into providing new learning initiatives in line with results from the latest learning needs assessment. Oversee and coordinate the identification, uptake and evaluation of SDL offerings for IOM staff.

6. Perform any other duties that may be assigned.

Required Qualifications and Experience:

Education

- Masters degree in Education, Psychology, Pedagogy, Adult Learning, Instructional Design, Social Sciences, or a related from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.
- Certification in Change Management is desirable.

Experience

- At least four years' experience supporting educational programmes based on adult learning principles and other innovative learning methods;
- At least two years' experience working for international organizations or academic institutions;
- At least four years' experience in project management; and,
- At least two years' experience in Change Management, desirable.

Skills

- Ability to monitor the implementation of projects using a variety of tools such as workplans, results matrices;
- Strong computer literacy, especially database tools, including experience in managing learning management systems;
- Working knowledge of results-based management approach to programming;

- Ability to draft results-based reports;
- Knowledge of Change Management frameworks and tools; and,
- Effective writing skills.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

- The duty station is Geneva, Switzerland.
- Subject to approval the selected candidate may be authorized to telecommute.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 02 October 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 19.09.2024 to 02.10.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2024 238 Human Resources Officer (Staff Development and Learning (SDL)) (P2)
Geneva, Switzerland (59157624) Released
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