

ICMPD Job Profile

Human Resources Officer – Remuneration, Payroll & Job Architecture¹

Functional Overview

Reporting directly to the Head of Human Resources Management (HoHRM), the **HR Officer - Remuneration, Payroll & Job Architecture** contributes to the development, implementation, and continuous review of ICMPD's remuneration framework, with a primary focus on ICMPD monthly payroll processing and the revision and maintenance of global and local salary scales and related policies and procedures. The role ensures the alignment of remuneration structures with organisational requirements, job architecture and classification standards and labour market benchmarks, across all duty stations, ensuring equity and internal coherence.

The HR Officer - Remuneration, Payroll & Job Architecture supports workforce planning through the analysis of staffing structures, the review and classification of Job Profiles and contract modalities, provides technical input to the development and revision of remuneration, entitlements and related HR policies.

The role contributes to strengthening policy coherence, transparency, and consistency in the application of grading, allowances and pay rules, supporting organisational effectiveness and talent attraction and retention. The Officer coordinates with relevant stakeholders to support digitalisation and process optimisation initiatives and ensure high-quality service delivery.

Key Results

Compensation Framework and Salary Scales: Organisation-wide review and harmonisation of salary scales (local and global) is conducted, ensuring internal equity, labour-market alignment and financial sustainability. Labour-market benchmarking including with other comparable multilateral sector organisations and salary surveys across duty stations are conducted. This entails analysing trends and competitiveness to recommend adjustments to salaries, allowances, and mobility components. Relevant Seat Agreement provisions related to local staff payroll and social security systems are operationalised where applicable.

Oversight of payroll operations, compliance and data integrity: ICMPD global monthly payroll is timely, accurately and correctly processed. Complex payroll transactions and exceptions are addressed or escalated, and technical issues are resolved as required. Accuracy of payroll accounting entries and financial system uploads are ensured. Regular data integrity checks and data clean-up are performed and corrective actions taken when necessary. System enhancement, automation

¹ This project profile is classified at IP3/LP3.

initiatives, workflow optimisation and introduction of new functionalities are identified and recommended. Information on provident fund and advice on settlements and final entitlements for separating staff in consultation with relevant stakeholders is provided. Integration and consistency of payroll data with compensation structures, job classification decisions and financial reporting requirements are ensured. Supervision of HR Assistants working on payroll tasks is provided as appropriate as well as training and guidance to build internal capacity.

Workforce Planning and Policy Development: Compensation and workforce-related analytics, ensuring accurate data, forecasts, and insights on staffing needs, contract modalities, organisational structure, pay progression are produced. Relevance of existing regulations, policies and operational procedures is monitored and gaps identified. Evidence-based revisions to strengthen consistency, equity, and compliance across the organisation are proposed. Compliance with ICMPD Staff Regulations and alignment with remuneration and payroll policies, including system accuracy and internal controls is monitored; payroll guidelines, procedures, SOPs and related controls are developed and maintained to ensure consistency and compliance. Regular benchmarking with comparable multilateral sector organisations is conducted, global remuneration trends are analysed and recommendations formulated to enhance ICMPD's competitiveness and sustainability. Policy advice to staff is provided as well as contribution to communication and change-management efforts to support organisation-wide implementation of new or revised policies and procedures.

Job Architecture, Classification and Job Profiles: Job profiles are developed, reviewed and maintained, ensuring accuracy, clarity, consistency and alignment with organisational standards across all staff categories. Job evaluation and classification exercises are conducted in accordance with the organisation's methodology, ensuring consistent grade allocation and proper documentation of all classification decisions. Pre-classified generic job profiles are developed, reviewed and maintained and guidance to managers on job design, grade implications provided as well as the correct application of classification policies. Coherence between job content, organisational structure, grade levels and remuneration frameworks is ensured, supporting internal equity and alignment. A consolidated and up-to-date repository of job profiles, classification decisions and related documentation is maintained.

Required Expertise

- Proven expertise in the administration of staff remuneration and entitlements, including the interpretation and application of staff regulations and the development and implementation of HR policies and procedures.
- Demonstrated experience in payroll management, possibly within an intergovernmental organisation with the ability to operate in complex, multi-duty-station environments; in-depth knowledge of payroll administration and HR-related financial reporting, with a strong understanding of compliance requirements. Familiarity with IPSAS or equivalent international accounting standards is an asset.
- Demonstrated competence in payroll and HR systems, automation, and process optimisation, including the design and improvement of payroll workflows, internal controls, and efficiency-enhancing solutions.
- Experience in workforce planning and job architecture, including job classification and grading exercises as well as the review and maintenance of salary scales and job profiles, preferably in intergovernmental organisations.
- Ability to provide technical guidance and contribute to building HR capacity in remuneration and payroll-related functions.

Qualifications, Experience and Language Skills

- Master's degree in human resources, business administration, finance, or a related field.
- Minimum of 5 years of professional experience in Administration or Human Resources Management.
- Experience in multilateral sector organisations is an advantage.
- Proficiency in the MS Office (Excel) and HR/payroll ERP systems (SAP experience is an asset).
- Excellent analytical, organisational and communication skills.
- Proficiency in verbal and written English.