

## ICMPD **Generic Job Profile**

### Human Resources (HR) Assistant - Compensation and Employee Data Management <sup>1</sup>

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#### Functional Overview

Under the supervision of the HRM Manager - Administration, the HR Assistant - Compensation and Employee Data Management provides support across the employment life cycle, including contracts, compensation, insurance matters, on-boarding, and separation. The HR Assistant collaborates closely with HR colleagues, other organisational units, and external service providers to ensure accurate processing of data and transactions. They assist employees with queries related to compensation, allowances, and benefits, fostering a clear understanding of HR processes and policies.

#### Key Results

**HR Support Service for compensation and allowances:** Staff entry-on-duty administration is completed accurately and within established timelines, ensuring compliance with ICMPD policies and procedures. Salary, compensation, and allowances packages, including insurances, are explained to employees in a customer-service-oriented manner. Leaves and absence requests are processed efficiently, ensuring that employee entitlements are accurately monitored and managed. An annual calendar for official holidays is developed and communicated, providing clarity and facilitating planning for both employees and organisational operations. Employees receive prompt, accurate assistance and tailored solutions to their queries, with all actions on the HRIS effectively addressed and closed in a timely manner, fostering trust, satisfaction, and confidence in HR services.

**Employee Data Management:** Staff, personnel employment data, and payroll profiles, are accurately entered, controlled, processed, and updated in a timely manner, ensuring compliance with established standards. Records are diligently maintained within the HRIS, supporting the seamless administration of employment information and maintaining confidentiality. Any amendments to compensation and allowances packages are promptly implemented, and staff are advised accordingly, ensuring clarity and trust in HR services. The employee personal filing system is consistently maintained and up-to-date, safeguarding data accuracy and accessibility. Opportunities to improve processes and transactional services are identified and shared with supervisors, supporting efforts to enhance efficiency and simplify procedures for administering contracts and compensation packages.

**Support HR Data Reporting and Analysis:** Support is provided to produce timely and accurate data reports to assist internal stakeholders in monitoring contract expiry dates, increments, and

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<sup>1</sup> This job profile is classified at S2.

other HR metrics. Assistance is given in interpreting and analysing data, with efforts focused on identifying and addressing discrepancies to maintain the accuracy and reliability of HR information. Quantitative HR data monitoring tools are supported in their development and maintenance, ensuring robust reporting capabilities. Contributions are made to the upkeep of a centralised database of finalised reports, facilitating reliable reference points for organisational decisions. Modelling and calculations for new salary scales are supported, and established salary scales across ICMPD duty stations are monitored in alignment with organisational policies.

### **Required Expertise**

- Strong organisational skills with attention to detail and accuracy, ensuring high-quality administrative support.
- Proficiency in building and maintaining effective working relationships across organisational levels.
- Ability to deliver timely and accurate administrative services in a client-oriented and supportive manner.
- Capability to prioritise tasks and manage conflicting demands within tight deadlines.
- Effective teamwork and interpersonal skills to foster a collaborative and supportive work environment.

### **Qualifications, Experience and Language Skills**

- Bachelor's degree or equivalent in a relevant field. High school diploma or equivalent with two additional years of relevant work experience may be accepted in lieu of the Bachelor's degree.
- A minimum of four years' experience in an HR environment, preferably in administration, within international organisations, public organisations, or the private sector.
- Experience and knowledge of HR administration and HR processes, particularly in the management of HR data.
- Proficiency in verbal and written English; proficiency in a major EU language is an asset.