

## ICMPD Job Profile

### Human Resources Advisor<sup>1</sup> - IP3

---

#### Functional Overview

At ICMPD, we build evidence-driven migration policy options and governance systems that engage and equip our partners to deliver effective, forward-looking responses and pragmatic solutions to complex regional migration and mobility challenges. In support of this mission, Human Resources helps create an enabling environment in which ICMPD's talent can contribute effectively and develop.

The Human Resources Advisor provides first-line human resources advice and support to managers and staff at headquarters and in field locations across a broad range of HR matters. Reporting to the Head of Human Resources Management, the incumbent serves as a first point of contact for HR-related queries and contributes to structured communication and feedback with field locations. The role provides advice on the interpretation and application of human resources regulations, rules, policies and procedures, including the review of exceptions, and oversees the administration of entitlements, conditions of service and contractual matters.

The incumbent provides guidance on career development, mobility, classification and performance management processes, contributes to the consistent application and review of HR regulatory framework and keeps abreast of developments across the human resources function. The role also contributes to HR projects, workforce planning, workforce analytics and audit-related processes and supports institutional processes and committees as required. In doing so, the incumbent also monitors the work of HR Assistants carrying out HR administrative transactions within assigned areas of responsibility.

The role may require frequent travel to ICMPD field locations.

#### Key Results

**Human Resources advisory and client support:** Advice and support provided to managers and staff at headquarters and field locations on human resources related matters, including rights, responsibilities, code of conduct, work-related matters and entitlements. Guidance provided to staff on mobility and career development and to managers on the application of policies and procedures, including in the context of classification and whole office reviews. Performance management advice provided to staff and management, supporting supervisors and staff in understanding and using the performance management system. Confidential and professional guidance provided to staff in relation to HR-related concerns.

**Administration of entitlements and conditions of service:** Advice provided on the interpretation and application of human resources policies, regulations and rules, including the review of exceptions and the formulation of appropriate recommendations. Benefits, social security and other conditions of service reviewed, administered and advised upon in accordance with applicable policies and contractual status. Appropriate benefits and entitlements determined and recommended based on the employee's contractual situation and relevant framework. Insurance-related matters coordinated with internal and external stakeholders to support the correct application of relevant provisions and timely follow-up on related cases. HR policies and procedures reviewed with recommendations for changes provided as required. Monitoring is undertaken of HR Assistant carrying out HR administrative transactions, including the preparation of mobility entitlements, employment certificates, processing of contracts and related administrative activities.

---

<sup>1</sup> This job profile is classified at IP3

**Induction, career and performance support:** Induction and orientation arrangements for new staff members planned, coordinated and delivered, including briefings on relevant HR policies and procedures. Career development advice provided to staff, including guidance related to mobility opportunities. Performance management processes supported through advice, guidance and practical assistance to managers and staff.

**Policy application, panels, audits and institutional processes:** Substantive contributions provided to promotion and other panel or board processes, including the review of recommendations, compilation of relevant documentation and the provision of appropriate advice to managers and employees. Audit queries addressed within established timeframes, with relevant information and documentation compiled as required. Liaison undertaken with local government authorities regarding accreditation processes, including entry visa requirements and the provision of information, as needed. Substantive support provided to committees and senior management on workforce planning, workforce analytics and related institutional matters.

**HR projects, data analysis and workforce analytics:** Human resources projects supported and, as required, led, including cross-cutting initiatives. Reports prepared from HR data systems and other tools to summarise findings and convey information to management. Data collected and analysed to identify trends and patterns, with insights presented through graphs, charts, tables and reports to support data-driven planning, decision-making and reporting. Developments across the human resources field monitored and integrated into advisory and project work as appropriate.

### Required Expertise

- Sound knowledge of human resources policies, regulations, rules and procedures within an international organisational context.
- Strong advisory and client-oriented approach when working with managers and staff.
- Analytical skills, including the ability to interpret data and present findings clearly to management.
- Ability to handle sensitive matters with discretion, integrity and confidentiality.
- Strong practical understanding of employee administration processes, including benefits and entitlements, contractual matters and conditions of service in an international organisational context.
- Ability to identify process-bottlenecks and support the implementation of practical improvements in HR administrative service delivery.
- Ability to work across headquarters and field contexts and contribute to cross cutting initiatives.
- Ability to coordinate and monitor the work of support staff within defined areas of responsibility.

### Qualifications, Experience and Language Skills

- Master's degree (or equivalent in human resources, law, business administration, finance, social sciences, or a related field. A first-level university degree (bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the master's degree.
- A minimum of five years of progressively responsible professional experience in human resources management or a related area of which at least two years in an intergovernmental organization.
- Proficiency in English is required; proficiency in additional languages is an asset.
- Strong ICT skills and experience using HR related systems and data tools. Experience in HR digital transformation and HR data analysis is desirable.