



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Human Resources Officer**  
Duty Station : **IOM Somalia in Nairobi\*, Kenya**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, Six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **28 November 2019**

*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](http://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; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; El Salvador; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu*

Second tier candidates include:

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

### **Context:**

Under the overall supervision of the Senior Resources Management Officer in Somalia, the direct supervision of the Human Resources Officer for IOM Somalia in Nairobi, Kenya, and in coordination with the Human Resources (HRM) unit at Headquarters (HQs), the Regional Office in Nairobi, the Manila Administrative Centre (MAC) and the Panama Administrative Centre (PAC), the successful candidate will be responsible for monitoring, supporting and coordinating the human resources functions of all offices in the IOM Somalia Country office (CO).

## ***Core Functions / Responsibilities:***

### **Unit Management**

1. Review and monitor Human Resources Management services in the CO in accordance with the Organization's HR rules, regulations, policies, procedures and practices and in light of project activities in the region.
2. Supervise the maintenance of personnel files and attendance records of international, national and sub-contracted staff in the CO.
3. Facilitate the maintenance and upkeep of the CO's HR / Training database, and in conjunction with the Security Unit, track staff abidance of all mandatory and recommended security briefings and trainings.
4. Maintain an effective working relationship with the service provider contracting and administering field-level staff working on behalf of the CO.

### **Talent Management**

5. Coordinate recruitment processes in the CO in close liaison with the SRMO and provide support to the CO in filling the appropriate staff vacancy needs, ensuring that relevant recruitment procedures are effectively and swiftly applied and that selected new staff are sufficiently briefed, including through an appropriately updated "Welcome Package", and able to assume functions at the CO in a timely fashion.
6. Evaluate the CO's staff training and development needs and suggest possible improvement areas in collaboration with HRM/Staff Development and Learning (SDL).
7. Ensure timely and regular implementation of the CO's Staff Evaluation System (SES) and encourage and provide guidance for the timely completion of the performance management process in line with the organizational deadlines.

### **HR Policy and Advisory**

8. Provide verbal and written explanations to Project Managers on staffing and other personnel issues, including leave entitlements/planning and overtime administration. Ensure regular updates to the CO's organogram/staffing table and contact lists, including those of sub offices.
9. Propose to the management appropriate and effective administrative procedures reflecting the CO's needs. Apply IOM's Human Resources policies, rules and regulations in the CO.
10. Coordinate with HQs, MAC and the Finance team on issues related to the benefits and entitlements to international staff in the field.
11. Supervise the administration and timely renewal of the visas and residence permits.
12. Attend external meetings as and when required and brief management accordingly. PRISM HR Administration
13. Monitor the contractual situation and the administration of entitlements of local staff.
14. Supervise the preparation of the monthly payroll for national staff and ensure its accuracy and timeliness. Assume the responsibility for PY Posting and work in close coordination with other staff in order to validate and verify the payroll simulation before the monthly pay run and posting of national staff payroll in PRISM HR.

## **Monitoring and Reporting**

15. Assist the SRMO and HRO in the preparation of administrative reports that may be required in coordination with the Heads of Units/ Programmes.

16. Discuss audit recommendations on HR matters and in coordination with the SRMO and HRO, implement them upon instruction within the HR function.

17. Draft sections of special reports and participate in HR projects in coordination with MAC, PAC and/ or HRM HQs.

18. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Human Resources, Business Administration or a related field from an accredited academic institution with two years of relevant professional experience;
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in human resources management, recruitment, organizational development;
- Experience in field emergency operations;
- Good knowledge of IOM/ UN human resources and financial policies and staff rules and regulations;
- Working experience in developing countries an added advantage;
- High level of computer literacy with experience in HR IT systems and applications; working knowledge of SAP is an advantage.

### **Skills**

- Excellent organization skills; analytical and creative thinking.

### **Languages**

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of Somali, French and/or Spanish is an advantage.

### **Note**

\*With frequent travel to Somalia.

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 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 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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **Managerial Competencies** – behavioural indicators level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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](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.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### **How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 28 November 2019 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](http://www.iom.int/recruitment)

***Posting period:***

From 15.11.2019 to 28.11.2019

***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 2019/313 (P) - Human Resources Officer (P2) - IOM Somalia in Nairobi, Kenya  
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