

Position Title : **Human Resources Officer**  
Duty Station : **Bogota, Colombia**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **03 May 2023**

*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; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; 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:**

IOM started operating in Colombia in 1956. In accordance with its humanitarian mandate it provides assistance to the Colombian Government and civil society by promoting an orderly flow of migration that will guarantee humane treatment of the migrants and ensure their well-being.

IOM broadened and increased its activities associated with the priorities identified by the Colombian Government and civil society regarding displaced and vulnerable populations in the country. As the Colombian Government increases its commitment and financial capacity to assist groups affected by conflict and bring support to Venezuela's Crisis, IOM's role is increasingly focused on institutional strengthening and addressing new challenges and opportunities, such as land restitution, disaster risk reduction and migration in rural contexts.

IOM conducts strengthening and coordination projects with the following government entities:

Department of Social Prosperity, Mayors Office of Cali, Ministry of Justice, Colombian Institute for Family Welfare, Ministry of Education and Ministry of Foreign Affairs, among others.

Likewise, IOM coordinates activities with diplomatic missions such as the embassies of Belgium, Canada, Spain, United States of America, Holland, Italy, Norway, Sweden, and Switzerland, among others.

Under the overall supervision of the Chief of Mission (CoM) in Colombia and direct supervision of the Senior Resources Management Officer (SRMO); and, in collaboration with relevant units at Headquarters (HQ) and the Administrative Centres, the Human Resources Officer will be responsible and accountable for monitoring and supporting the Human Resources functions of the IOM Colombia Mission as well as assisting on human resources related issues.

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

#### HR Support

1. In coordination with the SRMO, provide technical guidance to the Mission in managing the human resources function.
2. Review contracts and personnel action forms issued for Mission and support the SRMO in reviewing contract extension requested for international staff.
3. Monitor the personnel administration of IOM Colombia staff, for local staff currently performed by IOM Colombia so as to ensure processes are followed correctly and that documentation is correct.

#### PRISM HR Administration

4. Ensure timely and regular implementation of the Staff Evaluation System (SES) in the Mission
5. Oversee the maintenance of the PRISM HR module in the Mission to keep the information accurate and up to date.
6. Support the roll-out/implementation of new HR PRISM updates including eREC.

#### HR Policy implementation

7. Assist the SRMO in implementing IOM's Human Resources policies, rules and regulations, as well as standards and techniques taking into account the CO activities; and check that the administrative procedures are in place and followed and are in accordance with these practices.
8. Assist the mission in implementing of up scaling or downsizing activities in accordance with HR policies.

#### Recruitment and Talent Management

9. Coordinate the recruitment processes in the mission in close liaison with the SRMO and provide support to the mission in fulfilling the appropriate staff and non-staff vacancies needs and ensure relevant recruitments procedures are effectively and swiftly applied.
10. Coordinate staff training in close coordination with the SRMO and Staff Development and Learning Unit.
11. Assist in training staff in the region in the relevant areas of Human resources Management including PRISM HR.

#### Reporting

12. Assist in the preparation of reports that may be required in coordination with the SRMO, CoM.
13. Ensure the regular updating the mission organigrams/staffing table and contact list.
14. 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; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in Administration and Human Resources Management;
- International HR experience in other mission/other countries in an added advantage.

### **Skills**

- Familiarity with UN common system or similar system;
- Knowledge of staff rules and regulation, staff entitlements and benefits, recruitment and selection practices and training programme;
- Ability to prepare clear and concise reports and coordinate human resources and administrative activities;
- High level of computer literacy. Good knowledge of MS Office specifically Excel. Knowledge of PRISM a distinct advantage;
- Technical knowledge of best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives;
- Effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM Processes;
- Delivers Human Resources solution customized to the need of IOM.

### **Languages**

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

For this position, fluency in English and Spanish is required (oral and written).

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

### **Notes**

<sup>1</sup> 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.

### **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board 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. 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. 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 03 May 2023 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 20.04.2023 to 03.05.2023

***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: VN 2023 158 Human Resources Officer (P2) Bogota, Colombia (58090072) Released  
Posting: Posting NC58090073 (58090073) Released