

Position Title : **Human Resources Officer**
Duty Station : **Guatemala City, Guatemala**
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 : **18 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.

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:

Under the overall supervision of the Resource Management Officer (RMO) in Guatemala and in close collaboration and coordination with the IOM Regional Resource Management Unit in San Jose, the Department of Human Resources (HRM) at Headquarters, the Manila Administrative Centre (MAC) and Panama Administrative Centre (PAC), the Human Resources Officer will be responsible for the Human Resources (HR) functions of the IOM Guatemala mission.

Core Functions / Responsibilities:

1. Assist the RMO in reviewing and monitoring the Human Resources Management services in the IOM Guatemala 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 IOM Guatemala.

3. Facilitate the maintenance and upkeep of the CO's HR and Training database, and in conjunction with the Security Unit, ensure staff abidance of all mandatory and recommended security briefings and trainings.

4. Monitor the contractual status and the administration of entitlements of local staff in the PRISM HR module. Monitor and ensure effective administration of the PRISM HR Organizational Management module.

5. Maintain the personnel files and attendance records of national staff correctly and in line with organizational standards.

6. Assist in supervising the preparation of the monthly payroll for national staff and ensure its accuracy and timeliness. Assume the responsibility for Payroll Posting and work in close coordination with HR staff in order to validate and verify the payroll simulation before the monthly pay run and posting of national staff payroll in PRISM HR.

7. Coordinate with HQ, MAC and the Finance Team of CO on matters related to the benefits and entitlements to the international staff in the field such as, Danger Pay, Health Insurance/ Medical Service Plan (HI/MSP), educational grant, home leave, rental subsidy, etc., and the administration of Rest and Recuperation travel.

8. Assist in ensuring that the Third-Party Consultancy Management Contract is implemented.

9. Monitor and supervise the administration and timely renewal of the visas and residence permits for International staff.

10. Coordinate the recruitment processes in the IOM Guatemala in close liaison with the RMO and provide support to the CO in filling the appropriate staff and non-staff vacancy needs by ensuring the relevant recruitment procedures are effectively and swiftly applied.

11. Ensure that new staff are sufficiently briefed, including thorough and appropriately updated "Welcome Package", and able to assume functions at the IOM Guatemala in a timely fashion.

12. In coordination with the RMO, ensure timely and regular implementation of the Country Offices Staff Evaluation System (SES), encourage and provide guidance for the timely completion of the performance management process between staff and supervisor in compliance with the Organization's deadlines.

13. Assist the RMO in coordination, planning and organization of staff development and training activities for the IOM Guatemala in close collaboration with Human Resources Management/ Staff Development and Learning (HRM/SDL). Collaborate with line managers to assist in establishing staff development and training priorities and plans. Deliver induction and other forms of trainings to staff.

14. Assist the HRO/RMO/SRMO or the Head of Resource Management (RM) in the preparation of administrative reports that may be required in coordination with the Heads of Units/ Programmes. Oversee the preparation of reports pertaining to personnel administration of international and national staff as required.

15. Discuss audit recommendations on HR matters and in coordination with the RMO implement them upon instruction within the HR function.

16. Prepare special reports as required and participate in special HR projects in coordination with RMO.

17. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Human Resources, Business Administration, Industrial and Organizational Psychology, Social Sciences 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

- High level of computer literacy with experience in HR IT systems and applications; working knowledge of SAP is an advantage;
- Experience in preparation of training modules and presentation of training sessions.
- Previous working experience in an international organisation is an advantage; and,
- Familiarity with the UN common system or similar systems is an advantage.

Skills

- Demonstrated writing skills; Good knowledge of IOM/ UN Human Resources and financial policies and staff rules and regulations;
- Excellent organization skills; analytical and creative thinking; and,
- Ability to prepare clear and concise reports.

Languages

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

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

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

Notes

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 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

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 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 18 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

Posting period:

From 05.05.2023 to 18.05.2023

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: SVN 2023 133 Human Resources Officer (P2) Guatemala City, Guatemala (58118031)

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