



International Organization for Migration (IOM)
The UN Migration Agency

GENERIC POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Human Resources Assistant
Position grade	G-5
Duty station	Dominican Republic
Job family	<i>Administration</i>
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	<i>Country Office</i>
Reports directly to	Resource Management Officer
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is committed to the principle that migration and society. IOM works with its partners in the international community to: help address the growing challenges of migration management at the operational level; promote understanding of migration issues; encourage social and economic development through migration; and ensure respect for the human dignity and well-being of migrants. Within the aforementioned framework, its activities include the identification, registration and assistance for the voluntary return of migrants living in vulnerable situations in Dominican territory and who voluntarily return to their country and restart their lives in dignified conditions.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Terms of Reference, drafting and posting Vacancy Notice/Special Vacancy Notice, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates' assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc. 2. Carry-out and coordinate pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams and follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearance, coordinate enrollment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, etc. 3. Perform assigned role(s) in PRISM HR paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation; verify eligibility for allowances and other benefits, monitor and follow up on contractual situation and entitlements, and initiate prompt actions and generate reports, contract extensions, personnel actions and other related documentation. 	

<ol style="list-style-type: none"> 4. Perform the role of Time-keeper in PRISM; monitor, maintain, update and reconcile leave quotas based on supporting documentation; generate, edit and analyse leave-related reports; respond to questions concerning leave administration; guide staff on request and approval procedure in PRISM. 5. Carry-out a wide range of Human Resources actions, including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases, etc. and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate. 6. Prepare all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; open and update personal files, create and maintain a systematic way to archive Human Resources documents (electronic and hard copies). Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, Human Resources policies, regulations, guidelines and manuals, internal controls, etc. 7. Assist in monitoring compliance with the Staff Evaluation System and follow-up with staff and supervisor as needed; facilitate compliance by providing technical guidance on the use of the system. 8. Organize Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records. 9. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions and procedures. Respond to standard inquiries and refer the most sensitive/complex ones. 10. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office. Assist in analyzing and resolving sensitive cases by collating background information, preparing summaries and sharing best practices. 11. Participate in inter-agency Human Resources related working groups as assigned. 12. Provide guidance and training to new/junior staff in the unit. 13. Perform other related duties as assigned.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • High School diploma with five years of relevant experience; or, • Bachelor's degree in Human Resources, Business Administration, Psychology or related field with three years of relevant professional experience.
EXPERIENCE
<ul style="list-style-type: none"> • Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP and Oracle is a distinct advantage; • Attention to detail, ability to organize paperwork in a methodical way; • Discreet, details and clients-oriented, patient and willingness to learn new things; and,

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Spanish and English (oral and written).	French

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and 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 1*

- 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.