

GENERIC POST DESCRIPTION

SECTION 1

Position Information

Position Title	Human Resources Clerk (Intern)
Position Grade	
Duty Station	Freetown, Sierra Leone
Position Number	00000000
Job Family	Resource Management Unit
Organizational Unit	10005639
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Freetown, Sierra Leone
Position rated on	
Reports directly to	Resource Management Officer
Number of Direct Reports	

SECTION 2

Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization’s work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM’s operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM’s Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM’s auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization’s programmes.

Under the general supervision of the Head of Office, the direct supervision of Resource Management Officer, the **Human Resources Clerk** is responsible for undertaking movements activities, with the following duties and responsibilities:

SECTION 3

Responsibilities and Accountabilities

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.
2. Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, 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; generate reports, contract extensions, personnel actions and other related documentation.
4. Maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies).
5. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.
6. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
7. Perform other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with one year of relevant professional experience.

- **EXPERIENCE**

- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP 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

SKILLS

- Strong computer skills - Word, Excel and Internet

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

Fluency in English is required (oral and written).

DESIRABLE

Working knowledge of English

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and 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 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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.

How to apply:

Interested candidates are invited to submit their applications directly to iom-recruitment-sl@iom.int.