



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice VN-2024-065GT

**Open to internal and external
candidates**

Position Title : **Human Resources Assistant**
Duty Station : **Guatemala City, Guatemala**
Classification : **General Service Staff, Grade G-4**
Type of Appointment : **OYFT (One Year Fixed Term) possibility to extend**
Estimated Start Date : **As soon as possible**
Closing Date : **April 15, 2024**
Reference Code : **VN-2024-065GT**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope:

Under the overall supervision of the Resources Management Officer (RMO) in IOM Guatemala, the direct supervision of Human Resources Officer (HRO), and in collaboration with the relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for managing the resources management functions in terms of Human Resources in the IOM Guatemala Mission.

Core Functions / Responsibilities:

1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry-out pre-employment activities such as preparation of Entry On Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Health Insurance Medical Services (Manila or Panama) on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, 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; monitor and follow up on contractual situation and entitlements and generate reports, contract extensions, personnel actions, and other related documentation.
4. Perform the role of Time-keeper in PRISM; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM.
5. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units in the Regional Office and Administrative Centers.
6. 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. Draft certificates of employment, notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
8. 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.
9. Respond to general inquiries regarding Human Resources policies, instructions and procedures.
10. Perform other related duties as assigned.

Required Qualifications and Experience:

Education and Experience

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with two years of relevant professional experience, and
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- 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,

Languages

- For all applicants, fluency in Spanish is required (oral and written).
- Fluency in Spanish and good working knowledge of English

Required Competencies:

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.

How to apply:

To formally apply as a mandatory application method (Internal and External Candidates), send to the following email address: recruitment-gt@iom.int, and attach the following documents.

1. Curriculum Vitae
2. Letter of interest, Lol
3. DPI
4. COVID-19 vaccine
5. Internal candidates: Submit your application from your institutional email.

Email title must contain only vacancy reference code: VN-2024-065GT

If you are an internal candidate, for your application to be considered valid, please submit it from your institutional email.

The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted. Deadline to apply for this vacancy is April 15, 2024.

To consider the candidacy valid, OIM only accepts documentation that meets the required and complete profile. Those applications received at a later date or do not specify the position reference code will not be considered.

Posting period: From 02.04.2024 to 15.04.2024