



Open to internal and external candidates

SPECIAL VACANCY NOTICE

Position Title	: Human Resources Assistant
Position Grade	: G3
Duty Station	: Brasília, Brazil
Classification	: National Staff - Graded
Type of Appointment	: Special Short Term Graded
Estimated Start Date	: As soon as possible
Closing Date	: 25 June 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

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. The IOM Research & Policy unit has the general objective of supporting the IOM team, local and the federal governments and partners in civil society and academia in promoting well managed migration and evidence-based policy and to produce high quality research to support IOM programmatic work.

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Human Resources Coordinator, the selected candidate will support IOM activities in Brasilia as part of the response to the population affected in Rio Grande do Sul following the extreme climatic events that have happened in the state, and that continue to be expected for the upcoming months. The human resources Assistant is responsible for support the human resources area.

Responsibilities and Accountabilities

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office;

Organização Internacional para as Migrações (OIM)

Setor de Autarquias Sul, Quadra 05, Bloco N, Ed. OAB, Salas 401 a 412 • Asa Sul • Brasília-DF, Brasil • CEP 70070-913
E-mail: iombrazil@iom.int • Website: brazil.iom.int

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 required.

Required Qualifications and Experience

EDUCATION

- High School diploma with three years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology, Law, Social Sciences or related fields with one year of relevant professional experience.

EXPERIENCE

- Prior experience in any administrative roles;
- Experience with Microsoft Office software (Word, Excel, PowerPoint, Outlook);

SKILLS

- Very high level of accuracy and attention to detail;
- Good organizational, time management and prioritizing skills;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Ability to multitask and work under pressure to meet deadlines;
- Strong interpersonal and communication skills.



Languages

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

REQUIRED

For this position, Fluency in Portuguese is required (oral and written).

DESIRABLE

Working knowledge in Spanish and English.

Competencies

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 – Behavioral 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.



Notes

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates should send Curriculum Vitae in English only in pdf format to iombrazil@iom.int, until 25 June 2024, stating in the subject field HR ASSISTANT POA.

Only shortlisted candidates will be contacted.

Posting period

From to 19.JUN.2024 to 25.JUN.2024