



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	:	Senior Regional Human Resources Assistant
Duty Station	:	IOM Regional Office for Middle East and North Africa in Cairo, Egypt
Classification	:	Ungraded
Type of Appointment	:	Special Short Term Ungraded, Four- six months (Maternity Cover)
Estimated Start Date	:	As soon as possible
Reference code	:	SVN/RO/2022/03
Closing Date	:	June 11, 2022

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.

Context:

Under the overall supervision of the Senior Regional Resource Management Officer (SRRMO) and direct supervision of the Regional Human Resources Officer (RHRO), the candidate will support the human resources administration of the Regional Office in Cairo (RO Cairo) and the human resources functions of the Country Offices (COs) within the Middle East and North Africa (MENA) region.

Core Functions / Responsibilities:

- Support the RHRO in guiding COs in the Region in managing the human resources function as well as on interpreting and applying HR policies, rules and regulations in the local context.
- Prepare and follow-up on contracts of national staff, consultants and interns in RO Cairo and reclassification requests for national positions.
- Provide direct support and guide the COs in maintaining PRISM HR Module for the purposes of keeping information accurate and up to date.

- Prepare and follow up on the visas expiry dates of the international staff in the Regional Office.
- Support the RHRO in responding to staff queries on human resources matters, including the terms and conditions of their employment and staff regulations and rules.
- Support the recruitment of staff, consultants and interns in coordination with the relevant units, ensure their records are updated; and liaise with the Finance colleagues to ensure that consultants and interns are paid in a timely manner.
- Ensure relevant filing and tracking systems of the RO Cairo are well maintained and updated regularly, as necessary.
- Work quarterly on the data integrity on the RO level and also in coordination with the country offices in MENA to ensure their data integrity too.
- Act as a UNLP focal point in RO office, by being in charge of supporting RO international staff to get them the UNLPs, and also by supporting the missions in MENA region whenever there is a need to get RD's exceptional approval on issuing an UNLP for a local staff.
- Support regional office in handling personnel administration and entitlements of national staff
- Perform other duties as may be assigned.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Business Administration, Human Resources or a related field from an accredited academic institution with four years of relevant experience.
- Relevant certification will be an added advantage

Experience:

- Previous experience in Human Resources at an international organization or multinational corporation is a distinct advantage.
- Familiarity with the UN common system would be an advantage.
- Ability to work independently under minimal supervision.

Languages:

Fluency in English required. Working knowledge of Arabic is an advantage.

Required Competencies:

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 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in Egypt will be considered. In all cases, a prerequisite for taking up the position is either to be an Egyptian national or have legal residency and a work permit in Egypt.

Application Procedure:

Interested candidates are invited to submit their CV and cover letter by sending an email to RO Cairo HR email HRD MENA HRDCairo@iom.int by June 11, 2022 at the latest, referring to this advertisement reference number “SVN/RO/2021/03”.

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website or above email address within the announced time frame would be valid and considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

Posting period:

From 25.05.2022- 11.06.2022