Terms of Reference

I. POSITION INFORMATION

<table>
<thead>
<tr>
<th>Position title</th>
<th>Human Resources Clerk</th>
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<tbody>
<tr>
<td>Position grade</td>
<td>G3</td>
</tr>
<tr>
<td>Duty station</td>
<td>Accra, Ghana</td>
</tr>
<tr>
<td>Position number</td>
<td>20040557</td>
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<tr>
<td>Job family</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Organizational unit</td>
<td>Resources Management Department</td>
</tr>
<tr>
<td>Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?</td>
<td>Country Office</td>
</tr>
<tr>
<td>Appointment type</td>
<td>One Year Fixed Term</td>
</tr>
<tr>
<td>Number of Direct Reports</td>
<td>n/a</td>
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II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall supervision of the Resources Management Officer, direct supervision of the Senior Human Resources Assistant and in close coordination with the relevant units of the mission, Human Resources Clerk is responsible for the following functions:

III. 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) Provide general support at the Front Desk in the absence of the receptionist.

8) Perform other related duties as assigned.
### IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

#### EDUCATION

- High School diploma with three years of relevant experience; or,
- Bachelor’s degree in Human Resources, Business Administration, Psychology or related field 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.

### V. LANGUAGES

<table>
<thead>
<tr>
<th>Required (specify the required knowledge)</th>
<th>Advantageous</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Fluent</td>
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</table>

### VI. COMPETENCIES

The incumbent is expected to demonstrate the following 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 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.

### Notes

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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.

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1 Competencies should be drawn from the Competency Framework of the Organization.
2 Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”.

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2
How to apply:

Interested candidates with required qualifications and skills should directly send their CV and Cover Letter in English to accravacancies@iom.int not later than 4.30 pm (Accra time) on 08 July 2019.

- Please mention the Position Title on the subject line.
- Your Cover letter should clearly state the reason why you are interested in applying to the position and how your qualifications are consistent with the Terms of Reference.
- Please do not attach any supporting document
- Only complete applications will be considered
- Only short listed candidates will be contacted
- Written examination may be required