



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL APPLICANTS

Position Title	HR Assistant (Recruitment)- 2 Vacancies
Organizational Unit	Resource Management Unit (RMU)- HR Support (Local) Unit
Duty Station	Manila (Global) Administrative Centre
Classification	General Service Staff/G-4
Type of Appointment	One-Year Fixed-Term (with possibility of extension)
Estimated Start Date	As soon as possible
Closing Date	27 February 2018
Reference Code	VN No. 069/2017

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 Head, HR and Admin Services and under the direct supervision of the Senior HR and Recruitment Assistant, the successful candidate will provide assistance in carrying out the recruitment, selection and hiring for both the Manila (Global) Administrative Centre and the Country Office Philippines, in line with IOM policies, standards and commitments.

Manila (Global) Administrative Centre

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CORE FUNCTIONS / RESPONSIBILITIES

1. Assist in the Recruitment, Selection and Hiring process for both MAC and IOM Philippines, in coordination with the Sr. HR and Recruitment Assistant.
 - Prepare Vacancy Notice (VN) and Special Vacancy Notice (SVN);
 - Assist in the simultaneous posting of vacancy announcement in various medias;
 - Assist in reviewing CVs for long/shortlisting in accordance with the IOM Recruitment Standards;
 - Assist in the preparation of closing documents. Ensure that the required recruitments namely Recruitment Template, STRF, Candidate Assessment Form (CAF), and Competency-Based Rating Sheet are accomplished and complete prior routing these documents for coordination;
 - Coordinate interview schedules with the shortlisted candidates and panelists. Ensure that relevant interview materials are in order (e.g. interview protocols, availability of selection panel, venue, confirmation of the candidates, etc.);
 - Conduct and monitor reference check for the top two final candidates and once the best candidate has been identified send-out regret letter to unsuccessful candidates;
 - Ensure proper administration of written/online technical exam to the shortlisted candidates;
 - Prepare the Terms of Reference in coordination with the SR HR and Recruitment Assistant and Head, Local HR. Ensure that it is in accordance with the prescribed IOM template;
 - Participate in panel interview and final selection for all local positions within the level from 1 to 3;
 - Assist in the on-boarding of newly hired staff members (eg. contract, ID issuance; collection of complete requirements; endorsement to hiring unit, sending of EOD notification, welcome kit etc.);
 - Prepare monthly list of newly hired staff members;
 - Endorse newly hired SM list and coordinate orientation schedule for Medical Service Plan (MSP) and Unified Staff Rules and Regulation (USRR).

2. Act as the focal point for the recruitment of Consultants, On-the-Job Trainees/ Intern and direct recruitment, in coordination with the MAC Local HR-Recruitment in Manila.

Consultant

- Liaise with the hiring manager on the requirements for hiring of Consultants, contract drafting; Terms of Reference preparation; extension or separation of Consultants;
- Coordinate the administrative formalities to consultant (eg. list of requirements, contract issuance etc.). Ensure completeness of requirements prior to on-boarding;
- Prepare the Entry on Duty (EOD) notification of the Consultants;

- Perform personnel action types in SAP/PRISM which includes Hiring, Extension, Rehiring, Separation and Releasing of PERN from Consultant to SM or Official.

OJT/Intern

- Ensure the hiring unit's submission of the complete requirements (request for hiring form, TOR, WBS etc.) prior to screening;
- Publish and distribute vacancy announcement in various medias;
- Endorse received applications to the hiring unit. Coordinate schedule of interviews and notify selected trainee;
- Ensure completeness of requirements prior to on-boarding (eg. Letter of Acceptance and TOR issuance) and send Entry on Duty (EOD) notification to hiring unit;
- Provide HR Briefing to newly hired OJTs;
- Prepare Certificate of Completion;
- Process the OJT Allowance every 16th of the month by preparing their respective Request for Payment (RFP) and attendance record.

Direct Recruitment

- Liaise with the hiring manager on the requirements for direct recruitment (eg. STRF, ToR, employment terms etc.); status of their direct recruitment and on-boarding schedule and formalities;
- Provide the initial review of the shortlisted candidates and forward it to the Manila Local HR for final review and endorsement;
- Participate in the interview and selection process for UG-4 and below positions;
- In coordination with the Manila Local HR, search from the talent pool of possible candidates who are interested for the temporary post;
- Ensure complete submission of requirements prior to on-boarding and send Entry on Duty (EOD) notification to hiring unit.

3. Prepare various HR and Recruitment Reports

- Regularly update the Recruitment Tracking List for VN, SVN, Interns, Consultants and database, in collaboration with the Sr. HR and Recruitment Assistant;
- Prepare Request for Payment (RFP) related to Staff Members, OJT/Interns and Consultants' Entry on Duty (EOD) medical exams;
- Prepare the Jobstreet Utilization report on a monthly basis;
- Coordinate and prepare list of office supplies;
- Generate Active Staff list for MAC and IOM Philippines for submission to the Staff Security Unit (SSU).

4. Other duties and responsibilities

- Monitor the HR Manila Mailbox by sorting all applications and providing responses to general inquiries from the candidates (both internal and external);
- Assist in the coordination with the external vendors, universities, head hunters, UN agencies and other international organization for staffing need;
- Regularly check and maintain the complete recruitment forms;
- Provide recommendation for the improvement of the recruitment process;
- Perform other HR related duties as may be assigned by the supervisor from time to time.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- University degree in Human Resources Management, Psychology, Industrial Relations, Behavioral and Development Studies, Public or Business Administration, or a related field from an accredited academic institution, with two years of relevant professional experience in human resource management and general personnel administration; or
- Completed High School degree from an accredited academic institution, with four years of relevant professional experience;
- Diploma or Certification in HR an advantage.

Experience

- Experience in recruitment and human resource management;
- At least six (6) months of work experience in international/multi-cultural and/or UN system;
- Demonstrated ability to communicate clearly and effectively with clients;
- High level of computer literacy with experience in HR IT systems and applications; working knowledge of SAP an advantage;
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.

Languages

Fluency in English is required. Working knowledge of French and/or Spanish an advantage.

REQUIRED COMPETENCIES

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;

- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

HOW TO APPLY

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience or a duly completed IOM Personal History Form. To access the form, please visit <https://www.iom.int/countries/philippines/general-information>.

Interested applicants may send their applications to hrmanila@iom.int not later than **27 February 2018**. Position title and VN Number should be specified in the SUBJECT field.

Only short-listed candidates will be invited for an interview.

Posting Period:

From 20.02.2018 to 27.02.2018

Requisition: VN 069/2017 – HR Assistant - Recruitment (G-4) – 2 Vacancies

Posting Channel: For Internal and External Candidates

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