

VN-MY10-2024-009
Open to Internal and External Candidates

Position Title : **National Human Resource Officer**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : **NO-A**
Type of Appointment : **UNOPS ICA**
Estimated Start Date : **As soon as possible**

Closing Date : **03 April 2024**

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, internal candidates are considered as first-tier candidate.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Malaysia country office and direct supervision of the Head of Resources Management (HoRM); and, in collaboration with relevant units at Regional Office, Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the human resources management functions in Malaysia country office.

Core Functions / Responsibilities:

1. Coordinate and monitor the Human Resources Management in the office in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the office.
2. Verify all Human Resources processes and actions for conformity with relevant IOM policies and procedures. Ensure that Human Resources processes and procedures remain consistent with relevant IOM policies and procedures.
3. Assist in setting-up and implementing effective administrative procedures and internal controls; review audit recommendations on Human Resources matters and coordinate and implement them.
4. Participate in evaluation and planning of staffing needs; coordinate national and international recruitment processes in an effective, efficient, and transparent manner. Assist HoRM while preparing mission budget in regard to staffing.

5. Monitor effective administration of Human Resources modules; oversee and validate data recorded in the system and carry-out assigned roles with accuracy and timeliness.
6. Monitor and facilitate timely implementation of the Performance Appraisal System (PAS); encourage and guide staff and managers for completion of the process within the deadlines.
7. Participate in analysis of staff training and development needs and suggest areas for improvement in collaboration with management and Staff Development and Learning (SDL) Unit.
8. Provide verbal and written explanations to all staff on staffing, recruitment, entitlements, leave administration and other Human Resources issues.
9. Work with supervisors on interpretation and application of Human Resources policies and instructions.
10. Coordinate the preparation of reports pertaining to personnel administration; draft sections of special reports and participate in Human Resources projects as requested.
11. Reinforce standard of conduct and respectful working environment. Promote commitment to maintaining mutual respect, safety and tolerance in the workplace.
12. Coordinate extensively with the Regional Office, Administrative Centers in Manila and Panama and Human Resources Management in Geneva on a range of different Human Resources issues.
13. Attend external meetings when required such as UN HR working group meetings and update management and take initiative for required actions and brief management accordingly.
14. Guide, train and supervise the work of the Human Resources Unit personnel.
15. Responsible to arrange and liaise to obtain visas for national and internationals.
16. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with two years 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.

Skills

- Ability to work well under pressure and to keep deadlines.

Languages

- Fluency in English and Bahasa Malaysia is required.

Required 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 - 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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.

How to apply:

Interested candidate are invited to submit their application via email to yniomkualalumpur@iom.int indicating the reference code above **(VN-MY10-2024-009)** as subject. The deadline for applications is **03 April 2024**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) duly completed IOM Personal History Form (may be downloaded from  [PHF \(1\).xlsx](#))

Only shortlisted candidates will be contacted.
Posting period: 21 March 2024 to 03 April 2024)