



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Human Resources Associate** according to the Terms of Reference below. Interested applicants are invited to apply by **20.05.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

**Reference Code:** VN-063/2018/S - BD1      **Position Title**      Human Resources Associate

**Duty Station:** Dhaka, Bangladesh      **Estimated Starting Date:** As soon as possible

**Classification:** G-05/01 (UN Salary Scale)      **Type of Appointment:** One Year Fixed Term

### General Functions:

Under the direct supervision of National HR Officer and overall guidance and supervision of the Resource Management Officer (RMO) in Dhaka, Bangladesh as well as in close collaboration with the Human Resources Unit based in Cox Bazar the successful candidate will be responsible and accountable for providing support to the Mission in HR-related functions including recruitment, personnel administration, and payroll.

The incumbent will be assigned to the following tasks:

1. Support National HR Officer in overseeing the human resources/personnel policies are followed in accordance with the established rules, regulations, manuals, circulars and guidelines.
2. Assist National HR Officer on recruitment/separation or other staffing issues., prepare related reports.
3. Coordinate with MHRO, PAC and RO on a range of different HR issues, from recruitment to separation and administration of entitlements.
4. Administer the preparation of monthly payroll for national staff/non-staff and consultants and ensure payroll to be submitted in a timely manner. Routine key-in the payroll transactions into ERP software as Personnel Administrator.
5. Coordinate the effective & timely recruitment process of all national staffs, consultant and non-staffs. participate as panel member in competitive selection processes, if required.
6. Assist National HR Officer & RMO in monitoring the contractual status of all staffs, recommending the appropriate types of employment contracts, as well as, on the administration of staff entitlements including salary, allowances, insurance and pension fund within the office's mandate.
7. Assist in ensuring staff onboarding with proper documentation, smooth orientation, policy & guideline circulation with USRR and smooth separation with proper handover.
8. Ensure that monthly reports are accurately consolidated and submitted to PAC on a timely manner and staff data to the UNDSS.
9. Coordinate staff UNJSPF matters with the IOM Pension administration.
10. Coordinate MSP reimbursement payment authorized by HCPU with the finance unit and ensure that the payment is carried out accordingly;
11. Keep track of the personnel filing system and guide other HR assistants to maintain the filing and archiving system.
12. Provide support to the Mission on administrative actions and assist the National HR Officer in the preparation of administrative reports that may be required by HQs in coordination with all the Sub-Office Heads and Programme Managers.
13. Assistant Focal for the third-party staff contract and coordinate with the concern department when require.
14. Coordinate other mandatory training as per IOM policy.

**IOM is an equal opportunity employer and women are encouraged to apply.**  
**IOM Offices and vehicles have smoke-free work environment.**

15. Ensure timely and regular implementation of the Mission's Staff Evaluation System (SES) and perform as an SES HR agent role for Dhaka office.
16. Ensure leave and attendance properly maintained and updated both manually and in the system.
17. Perform any other duties that may be assigned by the supervisor.

#### **Education, Experience and Skills:**

- Bachelor's degree in Administration/ Human Resources, with at least 3 years of relevant work experience.  
Or  
Bachelor degree in any discipline along with Post Graduate degree in Human Resources with at least 5 years of relevant work experiences.
- Minimum 01 year of work experience with international humanitarian organizations, non-government or government Institutions/organization in a multi-cultural setting is mandatory.
- Experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
- Computer literacy and good knowledge of the MS Office application and Visio Program.

#### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-063/2018/S-BD1; Human Resource Associate](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

*(i) Application Letter/Cover Letter*

*(ii) Curriculum Vitae*

*(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

[www.iom.org.bd](http://www.iom.org.bd)

*(iv) Scan copy of Photo*

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification.**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**