



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Human Resources Clerk**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff (G3)**
THB 49,198.25 per month
Type of Appointment : **Special Short-Term Contract, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **November 19, 2018**
Reference Code : **SVN 014/2018**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general supervision of Resources Management Officer and under the direct supervision of the Head of Human Resources, the incumbent will assist the Head of Human Resources in the following tasks and responsibilities:

Core Functions / Responsibilities:

Particularly, he/she will carry out the following duties:

1. Record management

- Maintain orderly personnel files of staff, documents, materials, and records in HR unit (electronic and hard copies).
- Ensure the issuance and renewal of IOM ID badges, building passes for staff and non-staff members, if applicable.
- Assist in reviewing and maintaining a record of incoming and outgoing correspondences.

2. Reports and Certifications

- Assist in the preparation and consolidation of HR-related reports for submission.
- Assist in issuance of certification of employment letters and other related documents for staff members upon their request.

3. Recruitment

- Assist in the recruitment process (pre-interview phase, interview phase and post-interview phase) which covering the areas of post-circulate vacancy announcement, administer tests, interview arrangements, send out messages to candidates, carry out reference check, ensure complete documentation, etc.
- On a monthly basis, collect and disseminate internship applications to programme managers for possible placement.

4. Training

- Assist in organizing training activities, including preparation of training materials and coordination.
- Track training activities.

5. Personnel Actions and Time Management

- Assist in the issuance/renew all hourly contracts, daily contracts, and escort contracts based in Thailand; keep systematic recording of such issuance.
- Assist in the encoding of overtime.
- Assist in monitoring of staff attendance.

6. Other HR related duties

- Assist in processing all purchase requisitions and payment requests.
- Assist in making payments of consultancy contracts.
- On a regular basis, review and update changes in UN SMS E-COMM system database to ensure 100% coverage of staff in IOM Thailand.
- Serve as backup of HR team in their absence.
- Perform other duties as assigned by the supervisor.

Required Qualifications and Experience

- High school diploma or equivalent
- 3 years of experience in HR or administrative support
- Discreet, details-oriented, patient and willingness to learn new things
- Team-work oriented, capacity to work independently; sensitive to gender issues, personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels
- Proficiency in MS office applications e.g. Word, Excel, Power Point, Email, Outlook

Languages

Fluency in English and Thai.

Required Competencies

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

Core Competencies – behavioural indicators level 2

- Teamwork: establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Accountability: takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.

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 either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **November 19, 2018** at the latest. The form can be downloaded from

<https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **SVN014/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from thailand.iom.int);

Only shortlisted candidates will be contacted.

Posting period:

From 05.11.2018 to 19.11.2018