



Open to Internal and External Candidates

Position Title : **Human Resources Clerk**
Duty Station : **Bangkok, Thailand**
Classification : **General Service (UG, THB 49,000 per month)**
Type of Appointment : **Special Short-Term Contract**
Initial 3 months with possibility of extension
Desired Start Date : **As soon as possible**
Closing Date : **31 January 2024**
Reference Code : **CFA006/2024**

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the overall supervision of the Head of Resources Management 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:

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

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 updating monthly phone directory

Reports and Certifications

- Assist in generating and tracking training reports. Assist in issuance of certification of employment letters and other related documents for staff members upon their request.

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.

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.

Other HR related duties

- Assist in processing all purchase requisitions and payment requests.
- Assist in making payments for consultants
- Serve as backup of HR team in their absence.
- Perform other duties as assigned by the supervisor

3. 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

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Strong organizational and time management skills
- Ability to work in a multi-cultural environment and respect diversity
- Proven written and analytical skills
- Proven ability to produce quality work to set deadlines
- Teamwork oriented but with a capacity to work independently
- Good writing and communication skills
- Knowledge of Office software packages (MS Word, Excel, etc.)

4. LANGUAGES

- Fluency in English and Thai (oral and written) is required.

5. DESIRABLE COMPETENCIES:

The incumbent is expected to demonstrate the following values and 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.
- 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 1*

- 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: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

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 neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **31 January 2024** at the latest.

Kindly indicate the reference code **CFA006/2024** 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 which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Only shortlisted candidates will be contacted.

Posting period: From 17.01.2024 to 31.01.2024