



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

TERMS OF REFERENCE

Vacancy Notice No:
Duty Station: Canberra
Position Title: Human Resources Coordinator
Type of Appointment: Fixed one-year Contract
Grade: G5/1

General Functions:

Under the overall supervision of Chief of Mission in Canberra, in close coordination with the Resource Management Officer (RMO) and the Human Resource Department in HQ, the successful candidate will be responsible and accountable for coordinating and managing all HR related issues on site including ensuring that the operational objectives are achieved. You'll provide HR advice that is critical to the identification of operational issues, analysis and development of solutions to regular or recurring HR issues. In particular, he/she will:

- 1- Process new starters, finishers and change of employee details in a timely manner as per our Staffing Rules and Regulations (SRR).
- 2- Process monthly payroll, submit monthly PAYG payments to the ATO;
- 3- Verify and maintain accurate employee details in SAP HR.
- 4- Process organizational data maintenance through the Organisational Management screen in SAP in coordination with the RMO.
- 5- Liaise with and clarify information with employees.
- 6- Assist with the Staff Evaluation System (SES) process.
- 7- Act as the HR Focal Point and monitor/distribute and respond to emails as appropriate.
- 8- Assist with the testing of HR SAP changes/upgrades as required.
- 9- Assist with resolution of queries or escalate if needed.
- 10- Assist with preparation of reports through SAP.
- 11- Administer staff leaves and keep record of medical certificates
- 12- Process staff time sheets and act as the time keeper.
- 13- Prepare Travel Claims in line with IOM rules.
- 14- Perform other duties as may be required.

Desirable Qualifications: (Education, experience and competencies)

- 1- University degree in Human Resource, Business Administration or Commerce, or equivalent combination of relevant academic qualifications, work and technical experience.
- 2- Previous experience in a similar HR administration role, ideally three years. Ideally you will be available immediately for this position.
- 3- Excellent communication skills. Ability to organize, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines; be conscientious and efficient in meeting commitments, observing deadlines and achieving results. Proven ability to work independently. Ability to work in multicultural environment with colleagues from different backgrounds.

Languages:

- 1- Thorough knowledge of English (Spoken and Written), knowledge of Spanish or French will be an advantage.

To apply, please send a cover letter with a detailed resume by email to dmikhael@iom.int .

Headquarters:

17 route des Morillons • C.P. 71 • CH-1211 Geneva 19 • Switzerland
Tel: +41.22.717 91 11 • Fax: +41.22.798 61 50 • E-mail: hq@iom.int • Internet: <http://www.iom.int>