



Special Vacancy Notice MU10.SVN2024-02

Open to Internal and External Candidates

Position Title : **Human Resources Clerk**
Duty Station : **Port Louis, Mauritius**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 28, 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. 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 overall supervision of the Chief of Mission, the direct supervision of the Resource Management Officer (RMO), and, in collaboration with relevant units at the Mission and Regional Office, the successful candidate will be responsible and accountable for the Human Resources functions in Mauritius Country Office.

Core Functions / Responsibilities:

1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.
2. Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, etc.
3. Perform assigned role(s) in PRISM HR, paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation; generate reports, contract extensions, personnel actions and other related documentation.

4. Maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies).
5. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.
6. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
7. Perform other related duties as assigned.

Required 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

- 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.

Languages

For all applicants, fluency in French and English is required (oral and written). Working knowledge of Mauritian Creole.

Required 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

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

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 who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and resume / CV, educational degrees, and copy of National Identity document by email to iommauritius@iom.int, by **28 July 2024** specifying the reference number (MU10.SVN2024-02) on the subject line of the email.

Only complete applications (detailed Personal History (P11) form, CV, letter of motivation, educational degrees, and copy of National Identity document) will be considered. The Personal History (P11) form can be downloaded here: <https://southafrica.iom.int/careers>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

Posting period:

From 15.07.2024 to 28.07.2024