



HUMAN RESOURCES EXECUTIVE ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: HUMAN RESOURCE UNIT
IOM Classification	: HUMAN RESOURCES ASSISTANT
Duty Station	: COLOMBO
Salary per Month	: LKR 119,334.10 (G4)
Type of Appointment	: CONTRACT BASIS (One Year Fixed Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: APRIL 07, 2022

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 government 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 the Resource Management Officer (RMO) and the direct supervision of the National Human Resource Officer (NHRO), the incumbent will be supporting the Human Resource Management of IOM in accordance with the Organization's regulations & procedures.

Core Functions / Responsibilities:

1. Contribute to the smooth running of the Human Resources Unit on a daily basis;
2. Assist the staff in providing guidance on organizational rules & regulations as required.
3. Be well conversant in the local administrative procedures (Recruitment, Leave, Staff Insurance and Benefits, Employment conditions, etc)
4. Support the Human Resource Management processes of the National staff and non-Staff such as Recruitment, Performance Management, Leave management, Staff Insurances and Benefits, Staff training and development, Staff Separation, Contract Management, etc as requested by the NHRO;
5. Carry out the filing system according to the IOM standards for the personnel files and other filing according to the established standards set within the unit.
6. Be aware of the record keeping system including staff database, common shared place to be able to compile various staffing lists and update the organigram on a monthly basis.
7. Draft letters and related correspondence to facilitate various requests made by staff.
8. Assist the National HR Officer in liaising with Administrative Centres in Panama (PAC) and Manila (MAC);
9. Carry out the Personnel Administrator Role in the SAP/PRISM (IOM HRIS system) for the mission.
10. Participate in discussions on new or revised procedures and practices and makes recommendations for a more effective Human resource management of the IOM Sri Lanka.
11. Provide the required assistance to the Common services department functions as and when required.

Required Qualifications and Experience

Education

- Bachelor's degree in Human Resource Management and/or Business Administration or a related field from an accredited academic institution with two (02) years of relevant professional experience; or
- Minimum Four (04) years of related work experience with High School Diploma.

Experience

- Working experience in administration and all facets of HR;
- Previous working experience in an international organization is an advantage;
- Familiarity with the UN common system or similar systems is an advantage;

- A high degree of computer literacy is required;
- Good knowledge of MS Office and HRIS/SAP is highly advantageous.

Skills

- Ability to maintain accuracy & confidentiality in performing responsibilities;
- Ability to work with minimum supervision & meet crucial deadlines are strong requirements.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in multiple languages is advantageous.

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.

Core Competencies – Behavioural indicators - *level 1*

- 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 successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line.

Or

by post to Human Resources Department, International Organization for Migration, 80A, Elvitigala Mawatha, 9th Floor – Institute of Bankers of Sri Lanka (IBSL) Building, Colombo 08 indicating the position applied for on the envelop by **Thursday 07th April 2022**.

Only shortlisted candidates will be contacted.

Posting period:

From 25.03.2022 to 07.04.2022