



GENERIC POST DESCRIPTION

SECTION 1

Position Information

Vacancy Number	IOM/DAR/028/2024
Position Title	National Human Resources Officer-1 Position
Position Grade	NO-A
Duty Station	Dar es Salaam, Tanzania United Republic Of
Position Number	To be created
Job Family	Resource Management Unit
Organizational Unit	Resource Management
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-Classified
Reports directly to	Resource Management Officer
Number of Direct Reports	5

SECTION 2

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental 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.

Under the overall supervision of the Chief of Mission and the direct supervision of Resources Management Officer (RMO), and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the human resource management functions in Tanzania.

SECTION 3

Responsibilities and Accountabilities

1. Coordinate and monitor the Human Resources Management in the office in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the office.
2. Verify all Human Resources processes and actions for conformity with relevant IOM policies and procedures. Ensure that Human Resources processes and procedures remain consistent with relevant IOM policies and procedures.
3. Assist in setting-up and implementing effective administrative procedures and internal controls; review audit recommendations on Human Resources matters and coordinate and implement them.
4. Participate in evaluation and planning of staffing needs; coordinate national and international recruitment processes in an effective, efficient and transparent manner.
5. Monitor effective administration of PRISM Human Resources modules; oversee and validate data recorded in PRISM and carry-out assigned roles with accuracy and timeliness.
6. Monitor and facilitate timely implementation of the Performance Appraisal System (PAS); encourage and guide staff and managers for completion of the process within the deadlines.
7. Participate in analysis of staff training and development needs and suggest areas for improvement in collaboration with management and Staff Development and Learning (SDL) Unit.
8. Provide verbal and written explanations to all staff on staffing, recruitment, entitlements, leave administration and other Human Resources issues.
9. Work with supervisors on interpretation and application of Human Resources policies and instructions.
10. Coordinate the preparation of reports pertaining to personnel administration; draft sections of special reports and participate in Human Resources projects as requested.
11. Reinforce standard of conduct and respectful working environment. Promote commitment to maintaining mutual respect, safety and tolerance in the workplace.
12. Coordinate extensively with the Regional Office, Administrative Centers in Manila and Panama and Human Resources Management in Geneva on a range of different Human Resources issues.
13. Attend external meetings when required and brief management accordingly.

14. Guide, train and supervise the work of the Human Resources Unit staff.
15. Perform other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with two years of relevant professional experience; or,
- Master's degree in above or related field.

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.

SKILLS

- Proficiency in managing various HR functions
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.
- Ability to meet deadlines.
- Computer/software literate with good knowledge in Microsoft Office.

SECTION 5

Languages

REQUIRED

Fluency in English and Kiswahili (oral and written).

DESIRABLE

Working knowledge of French or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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 - Behavioral indicators – Level 2

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both internal and external Tanzanian nationals only. Only e-mail applications will be considered.

For further information, please refer to <https://tanzania.iom.int/careers>

Posting period: From 25.04.2024 – 08.05.2024