



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Applicants

<b>Position Title</b>	<b>Junior Administrative Assistant</b>
<b>Organizational Unit</b>	<b>MHRO - PASU</b>
<b>Duty Station</b>	<b>Manila (Global) Administrative Centre</b>
<b>Classification</b>	<b>General Service Staff/G3</b>
<b>Type of Appointment</b>	<b>Fixed term, One Year with possibility of extension</b>
<b>Closing Date</b>	<b>29 August 2018</b>

*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.*

### **CONTEXT:**

Under the overall supervision of the Head, Personnel Administration Support Unit (PASU) and direct supervision of Senior Personnel Administrator, the Junior Administrative Assistant will undertake the following tasks:

### **CORE FUNCTIONS / RESPONSIBILITIES:**

#### 1. Staff contracts

- Prepare and monitor Prism-generated list of contracts due to expire on a monthly basis in consideration of the required allowable period to notify staff member in case of non-extension.
- Coordinate with concerned SRMO's/RMO's, HR Officers, COM's/RD's as applicable on contract extensions.
- Coordinate recommendations for extension with BUD or project focal point, as necessary.
- Alert Personnel Administrators of staff contract non-extension, resignation or termination upon advice of the duty station.
- Upon funding's confirmation as necessary, record and update PRISM for all contract extensions and generate PA report for reference on plain extension and contract for signing.
- Ensure all contract extensions are issued on time in coordination with the duty station.
- Generate list of contract-related entitlements on a monthly basis and review accuracy

of same in coordination with the Personnel Administrators. These entitlements include but not limited to:

- Change in contract type subject to relevant rules;
- Duration in E duty stations related to advancement within grade;
- Duration in the same duty station related to grant of lump sum.
- Coordinate with SRMO's/RMO's, HRO's, COM's/RD's on recommendation for contract changes for SST Graded to SFT, OYFT to TYFT and Regular and advice on relevant requirements.
- Coordinate funding availability based on WBS provided by the duty station with BUD or authorized project focal point, as necessary, for contract type changes.
- Collect requirements for contract type changes (signed recommendation form, BUD coordination, employee profile and relevant TOR) and provide same to concerned Personnel Administrators for further actions.
- Generate PA report on extensions coinciding with Lump sum payment for signature and distribution.
- Ensure all contracts are kept in 201 files and e-files in shared drive.

## 2. Education Grant

- Review documents received for education grant claim in accordance with education grant rules.
- Record EG claims in PRISM for all concerned staff members.
- Ensure all documents are valid and apply to relevant school year.
- Ensure that all EG advance are settled within the applicable school year before further EG Advance or final settlement are claimed.
- Coordinate with Personnel Administrators for final review of claims before approval for payment within the prescribed period.
- Submit complete & accurate EG claims for approval of payment.
- Ensure approved reconciliation form reflecting calculation of EG payment of all concerned staff members are systematically kept in the files.
- Ensure that all claims received within the prescribed cut-off date are evaluated timely and settled within the prescribed period as long as all requirements are met.
- All approved EG claims are recorded in PRISM before the second run for payroll inclusion or before month-end of the current month for special payment as applicable.
- For special cases, ensure that payment is fully coordinated with MTS/TSY.
- Respond to queries and concerns of staff members relating to EG.

## 3. General Administration Support

- Provide general administration support services to the PASU in the following areas:
  - a. Preparation of HR reports (SLWOP for ICT; MAC Professional category Staff report for SSU; Annual Summary of EG payments for BUD; Weekly monitor of staff members' entry in Geneva; Dependents' List quarterly for PA, etc.);
  - b. Preparation of correspondences, attestations or certificates.

4. Assist in communicating with staff members on their benefits and entitlements.

5. Perform other related duties that may be assigned from time to time.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

### Education

- University degree in Human Resources Management, Industrial Relations, Behavioural and Development Studies, Public or Business Administration, Psychology or a related

field from an accredited academic institution, with one year of relevant professional experience;

- Completed High school degree from an accredited academic institution, with three years of relevant professional experience;

#### Experience

- At least six (6) months of work exposures in international/multi-cultural and/or UN system an advantage;
- Proficient in computer with experience in HR systems and applications; working knowledge of SAP HR required.

### **REQUIRED COMPETENCIES:**

#### Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

#### **HOW TO APPLY:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 29 August 2018 at the latest, referring to this advertisement.

For further information, please refer to:  
<https://www.iom.int/countries/philippines>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

#### **Posting period:**

From 22.08.2018 to 29.08.2018

Requisition: VN 051/2018\_Junior Administrative Assistant\_MHRO - PASU (55588090)  
Released

Posting Channel: For Internal and External Candidates

Date Created: 26.07.2018

WBS: OS.0040.PH98.11.04.001