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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern (HR) | |
| Position grade | Other | |
| Duty station | Maputo, Mozambique | |
| Organizational unit | HR Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | 20067776 – HR Officer | |
| II. Organizational Context and Scope | | |
| 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.  Under the overall supervision of the Chief of Mission, in close coordination with Head of Resources Management and the direct supervision of the Human Resources Officer, the successful candidate will contribute to providing HR support services, including recruitment, Staff Welfare Activities, staff learning/training and reporting. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist with roll-out and implementation of new policies, instructions and procedures within the Country Office. 2. Propose appropriate and effective administrative procedures in human resources administration as well as the improvement of SOP. 3. Assist in creation of comprehensive effective and efficient HR workflow online system for approval process of contract extension and other HR actions. 4. Advise on staffing issues and oversee the elaboration of project staffing tables, including vacancies and use of temporary assistance to meet exceptional work requirements. In consultation with line managers, monitor and assess staffing needs and ensure effective workforce planning. 5. Advise and support line managers in the recruitment processes for locally recruited personnel. As required, support recruitments of international personnel. 6. Coordinate the planning and organizing of the staff development and training, and staff welfare activities. 7. Collaborate with other HR colleagues and Head of Unit to update the existing “Welcome Package” and provide input for improvement. 8. Assist in the preparation of administrative pertaining to personnel administration of international and national staff easy and friendly use report. 9. Perform any other duties as may be assigned.   **Training Components and Learning Elements**   * Get an understanding of IOM’s institutional strategy and Mandate * Learn about the Human Resources Information System that are currently use for payroll process, staff’s database, organizational management, leave management, etc. * Learn about the new IOM’s performance management system. * Learn about the importance of staff welfare and building the capacity of the staff. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in Human Resources Management, Business Administration, Industrial and Organizational Psychology, Information Management, Social Sciences or a related field from an accredited academic institution | | | |
| Experience | | |
| * Has previous working experience in administration, HR Management, Talent acquisition, talent management, administration of staff contracts and entitlements, interpretation and implementation of staff rules and regulations and development of HR guidelines, is an advantage. | | |
| SKILLS | | |
| * Ability to prepare clear and concise reports; * Familiarity with the UN common system or similar systems is an advantage; * Familiarity with Africa and/or developing countries is an advantage * A high degree of computer literacy is required; good knowledge of MS Office suite and SAP is essential * Strong attention to details; * Excellent organization skills; * Strong reporting skills * Good communication and teamwork skills; * Personal Commitment and high level of integrity; * Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds; * Ability to work independently under minimal supervision. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English* | | *Working knowledge of Portuguese.* |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three 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. | | |
| **Notes** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |
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