

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental, and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive, and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

This is an expedited recruitment process, open for applications from [internal and internal-equivalent candidates](#) only.

Organizational Context and Scope

Under the overall supervision of the Deputy Regional Director for Management (DRDM) for RO Dakar and direct supervision of the Regional HRBP, the Regional Human Resources Officer will be responsible for monitoring and supporting the human resources functions of the Country Offices (COs) within the Region and the Regional Office (RO), as well as for assisting the DRDM/HRBP on human resources-related issues.

Responsibilities

Regional HR Support

1. In coordination with the DRDM/HRBP, provide support and guidance to the RO, as well as Country Offices in the Region, in managing human resources functions, such as Personnel Administration Supervision, Staff Development, Employee Relations and Disciplinary Process, Compensation and Benefits Administration and Payroll Verification, Performance Management System Administration, HR Reporting, Quality Management and Compliance.
2. Review Contracts and Personnel Action forms issued for the Chief of Missions/Heads of Offices in the COs in the RO and support the DRDM/HRBP in reviewing contract extension requests for international staff in the RO.
3. Support the monitoring of Human Resources administration of RO staff, while ensuring HR processes are followed correctly, including but not limited to hiring, re-hiring, staff contracts, transfers, promotions, separations, benefits, and entitlements.
4. Ensure that the relevant documentation is properly archived in staff members' personal files.

Recruitment and Talent Management

1. Coordinate the Recruitment processes in COs and the RO in close liaison with the DRDM/HRBP and provide support to the COs in fulfilling the appropriate staff and non-staff vacancy needs and ensure the relevant recruitment procedures are effectively applied.
2. Coordinate staff training activities in COs and the RO in close coordination with the DRDM/HRBP and Staff Development and Learning Unit.
3. Assist the DRDM/HRBP in the development of relevant internal instructions, procedures, and guidelines in coordination with HRM to complement or to adapt the general instructions of IOM regarding human resources management functions.
4. Assist in training of staff in the Region in relevant areas of human resources management, including Enterprise Resource Planning - Human Resources (ERP-HR).

WAVE HR Administration

5. Support the timely and regular implementation of the Performance Appraisal System in the RO and in the COs within the Region.

6. Oversee the maintenance of the WAVE HR Module in the COs in the Region to keep the information accurate and up to date.
7. Support the roll-out/implementation of new HR WAVE updates, including eREC.

HR Policy Implementation

8. Assist the DRDM/HRBP in implementing IOM's Human Resources policies, rules and regulations, as well as standards and techniques, considering the COs activities; ensure that the COs' administrative procedures are in place and followed and are in accordance with the established practices.
9. Support the timely and accurate personnel administration and payroll processing of smaller Country Offices in the Region and ensure proper documentation with regard to the payroll and personnel administration.
10. Assist COs in the implementation of upscaling or downsizing activities in the Region in accordance with HR policies.

Strategic Workforce Planning

11. Align Workforce with Strategic Direction: Ensure that the organization's workforce, its size, skills, and structure match current and future strategic priorities, scenarios, and operating models.
12. Analyse Current Workforce & Capabilities: Assess existing workforce data (headcount, roles, skills, performance, succession, talent pipelines) to understand strengths, gaps, risks, and workforce demographics.
13. Forecast Future Workforce Demand & Supply: Project future workforce needs based on strategy, workload drivers, and productivity assumptions, and compare them to anticipated internal talent supply to identify shortages or surpluses.
14. Assist COs in the implementation of upscaling or downsizing activities in the Region in accordance with HR policies.

Reporting

15. Assist in the preparation of reports that may be required in coordination with the DRDM/HRBP, RD or HRM.
16. Ensure the regular updating of the COs' and the RO's organigrams/ staffing tables and contact lists.
17. Report regularly and bring to the attention of the DRDM/HRBP any relevant human resources management issues in the RO and in the Region; suggest improvements and provide recommendations.
18. Assist in tracking and monitoring regional statistics, planning for gender target achievements, and assisting Chiefs of Missions/Heads of Offices in the implementation of IOM's Gender Policy.
19. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in human resources, Business Administration, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in Administration and Human Resources Management;
- Familiarity with the UN common system or similar systems; and,
- Working experience in the Region and/or developing countries is an added advantage.

Skills

- High level of computer literacy. Good knowledge of MS Office, specifically EXCEL;
- Demonstrated writing skills; Good knowledge of IOM/ UN Human Resources and financial policies and staff rules and regulations;
- Excellent organization skills; analytical and creative thinking;
- Ability to prepare clear and concise reports and coordinate the human resources and administrative activities effectively;
- Knowledge of staff rules and regulations, staff entitlements and benefits, recruitment and selection practices and training programmes; and,
- Knowledge of WAVE is a distinct advantage.

Languages

For this position, fluency in English is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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 – behavioural 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.