



International Organization for Migration

E-RECRUITMENT

IOM is looking for a(n) Director, Human Resources (HR) according to the Terms of Reference below. Interested candidates are invited to submit their applications via PRISM, IOM e-Recruiting system, by December 27, 2007 at the latest, referring to this advertisement.

IOM has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:

Angola, Bahamas, Belize, Benin, Cameroon, Cape Verde, Cyprus, Dominican Republic, El Salvador, Estonia, Gabon, Gambia, Guinea-Bissau, Jamaica, Luxembourg, Madagascar, Malta, Mauritania, Montenegro, Morocco, Nepal, Nigeria, Paraguay, Rwanda, Slovenia, Yemen

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN 2007 96 (O) EXT

Duty Station: Geneva, Switzerland

Position Title: Director, Human Resources (HR)

Classification: Official, Grade D1

Type of Appointment: Fixed-term, one year, with possibility of extension

Estimated Starting Date: 07.04.2008

General Functions:

Under the supervision of the Director General and the Director of Resources Management, the successful candidate will be responsible for directing and managing the HR strategy and policy units in Geneva, as well as overseeing the Human Resources Operational Units in Manila and Panama, thus providing the full range of HR services for the 6000 staff in IOM world-wide. In particular, he/she will:

1. Advise and counsel key management staff in Geneva and Field Offices setting a proactive and responsive HR culture for the Organization.
2. Anticipate future HR needs of the Organization and establish policies and programmes to fulfill them.
3. Direct the activities of HR staff in Geneva including staff learning and development, health insurance, occupational health and HR policy development units, and, together with the Heads of the Manila Administrative Centre (MAC) and the Panama Administrative Centre (PAC), ensure the smooth and correct functioning of the operational units that are outsourced to Manila and Panama.
4. Ensure that the Human Resources Operational Units delocalized to Manila and Panama perform to the satisfaction of missions and staff overall.
5. Support, inter alia, the Appointments and Postings Board (APB) and the Rotation Appointment and Postings Board (RAPB) to ensure that quality staff are selected to fill positions in a timely manner.
6. Develop and maintain Staff Regulations and Rules in line with modern reward, recognition and employment practice, and referencing the UN Common System where appropriate.
7. Consult proactively with the Staff Association Committee (SAC) on all human resource matters



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that affect staff employment.

8. Act as a moderator in staff discipline issues and appeals.
9. Ensure the efficient use of the information technology management system supporting Human Resources (PRISM-HR).
10. Perform such other duties as may be assigned.

Desirable Qualifications:

Education and Experience

- a) University degree in human resources management, international relations, social sciences or related field; b) ten years of experience in Human Resources Management, five years of which should be at a management level; c) experience with designing and implementing organizational development and change-management programmes; d) international working experience highly desirable, especially in field offices where programme activity is carried out.

Competencies

- a) Expert knowledge and command of human resources management; b) excellent communication and negotiation skills; c) strategic and creative thinking; d) proven management and leadership skills; e) capacity to supervise, motivate, support and evaluate staff of various backgrounds and develop a team approach to addressing issues; f) organizational and political skill to operate in the multi-cultural and diverse structure of IOM, where speed of response is critical; g) ability to work effectively and harmoniously with colleagues from varied cultures and professional background; h) knowledge of the UN Common System and HR practices in the international public sector; i) good level of computer literacy and good knowledge of HR softwares.

Languages

Excellent command of the English language required. Working knowledge of French and Spanish highly desirable.

NOTES:

1. The tenure of contract of staff members holding a regular contract will remain unchanged.

How to apply:

We strongly encourage you to apply to IOM vacancy notices by using our online e-recruitment facility. For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/17>

All candidates are kindly requested to specify their availability date in the application form. Please note that IOM e-Recruiting system allows candidates to check their application status at the 'Applications' service.



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Only shortlisted candidates will be contacted.

Posting period:

From 13.11.2007 to 27.12.2007

Requisition: VN 2007 96 (O) - Director, Human Resources (HR) - Geneva, Switzerland (51088825) Released

Posting: VN 2007 96 (O) - Director, Human Resources (HR) - Geneva, Switzerland (51088826) Released

Posting Channel: For Candidates