



## Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

### Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

**Kindly Note:** Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

## Open to Internal and External Candidates

### Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/03

Position Title : **HR Assistant**  
Duty Station : **Budapest, Hungary**  
Classification : **UG**

### Context:

Under the overall supervision of National Resources Management Officer and the direct supervision of the HR Coordinator, the incumbent provides support on human resources functions for the Mission.

### Core Functions / Responsibilities:

- Assist in HR administration and processing of entitlements. Support in providing information to staff on HR-related matters.
- Ensure that data on the system are regularly updated and accurate.
- Responsible in keeping up to date the attendance records of all staff in the Mission, follow with staff and/or their supervisors on discrepancies, and update in the system. Provide information to staff on IOM's policies and procedures related to leave and attendance. Ensure that attendance records of all staff of the Mission are maintained in system.

- Assist in the preparation of vacancy announcements, collecting and initial screening of CVs, administering tests, arranging for interview sessions interviewing candidates, checking references, and follow up actions, as assigned.
- Provide support to staff in completing pre-employment, separation and other HR administrative formalities, as assigned.
- Support in collecting and verifying documentation.
- Assist in reviewing and maintaining a record of incoming and outgoing HR correspondences.
- Assist in issuance of certification of employment letters and other related documents for staff members upon their request.
- Assist in organizing training activities, including preparation of training materials and coordination. Track training activities.
- Assist in the preparation/consolidation of HR-related reports for submission.
- Bring to the attention of senior management any problems or obstacles encountered that may require intervention or assistance.
- Perform such other related duties as may be assigned.

## Required Qualifications and Experience:

### Education

- Secondary degree with five years relevant professional experience;
- University degree in Human Resources, Business Administration, Psychology or a related field from an accredited academic institution with three years of relevant professional experience;
- Master's degree in above fields an advantage.

### Experience

- At least three years work experience in a similar role;
- Progressive experience in a similar function;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### Skills

- Demonstrated ability to draft and prepare clear and concise correspondence (in English);
- Demonstrated ability to work well under pressure and to keep deadlines;
- Proficient in a Microsoft Office environment, including extensive use of Microsoft;
- Comfort with learning new software;
- Knowledge of and experience using SAP and/or Oracle ERP is a distinct advantage.

### Languages

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

## Required Competencies

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

### 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 I

- 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.

### **Other**

This CEI is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

### **How to apply:**

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above ref. number.

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

**Posting period:** from 18.10.2023 to open-ended