

CALL FOR CV



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

Vacancy Notice Number:	SVN#TR/2021/229
Position Title:	HR Intern- re-advertised
Duty Station:	Gaziantep-Turkey
Classification:	Internship
Deadline of Applications:	3 February 2022
Number of People to be hired	1
Eligibility:	Internal and External Candidates

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

General Functions:

Under overall supervision of HR Officer and direct supervision of Senior HR Assistant, the incumbent will provide assistance and support to human resources unit in Gaziantep Office and Sub-Offices.

Major Duties and Responsibilities:

1. Provide general assistance in recruitment processes including but not limited to, collecting CV applications, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, etc
2. Assist in maintaining personnel files of staff (electronic and/or hard copies), ensure contract and all mandatory training certificate are well collected and stored etc.
3. Assist in updating portal data in a timely manner.
4. Prepare Request for Payment for staff on hourly or daily contracts, interns and consultants in close coordination with the Senior HR assistant
5. Support the organization of meetings, staff welfare related activities and other Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment and materials.
6. Assist with preparing daily pouch to sub offices;
7. Provide informal translation as needed.
8. Perform other duties as may be assigned.

Required Qualifications:

Education & Experience:

- Enrolled in or graduated with a Bachelor's Degree in Social Sciences, Psychology, Business Administration, International Relations or a relevant field.
- Willingness to work in a multicultural setting;

- Team player;
- Maintain high ethical standard and confidentiality.

Languages:

- Fluency in **English and Turkish** is required.
- Working knowledge in **Arabic** is advantageous.

Required Competencies

Values

- Inclusion and respect for diversity:
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.
- Integrity and transparency:
 - Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Professionalism:
 - Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioral indicators *level 1*

- Teamwork:
 - Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering Results:
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.

- Managing and sharing knowledge:
 - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
 - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
 - Contributes to the identification of improvements to work processes and assists in implementing them.

- Accountability:
 - Accepts personal responsibility for quality and timeliness of work.
 - Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

- Communication:
 - Presents information using language and sequence of ideas that is easy for recipients to understand.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **3 February 2022**.

Please note that only shortlisted candidates will be contacted.