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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Human Resources | |
| Position grade | Other | |
| Duty station | IOM Somalia in Nairobi, Kenya | |
| Organizational unit | Human Resources | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Sub Office Nairobi, Kenya | |
| Reports directly to | Human Resources Officer | |
| II. Organizational Context and Scope | | |
| Under the overall supervision of Head of Human Resources Unit and the direct supervision of Human Resources Officer (HRO), intern will learn and provide assistance in human resources activities for Mission Somalia. S/he will be working in close coordination with all RMU and projects/operational units, and other staff members in the mission. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide assistance in the recruitment process in Mission in various stages of vacancy posting, longlisting, pre-shortlist documents, administering test, schedule and sending invitation for interview, carrying out reference checks, selection process to onboarding of successful candidates. 2. Keep record of activities performed by HR unit in coordination with HR team. Create and maintain personnel files (contracts, Personnel Actions (PAs), personal data, supporting documents, etc.) of staffing in Nairobi and Somalia including of non-staff (consultants, interns, casual work, and Third Party Contract). Maintain unit filing system electronically and physically, ensure files are updated. Keep the confidentiality of all data/records and ensure safe custody of all files. 3. Assist in follow up Mission’s compliance on mandatory trainings, maintain the database record and updating the certificates in each personnel files (softcopy/hardcopy). Provide logistic support and assistance in arranging staff training and learning events in Mission and maintain the record. 4. Assist HR team in maintaining and updating Organigrammes and Staff Database. 5. Assist in review and computation of payment requests as needed in HR unit. 6. Undertake all other duties as may be assigned.   **Training Components and Learning Elements**   1. Intern will learn IOM’s structure and system, especially understanding IOM Somalia’s context. 2. Learning how HR Unit operates in IOM towards Mission’s operational needs and in line with IOM HR rules and procedures. 3. Learning the recruitment procedures and process, which will eventually help him/her to prepare him/herself to build own’s skills and competencies, and preparation for interview in the future. 4. Understanding the importance of administration work, record and maintaining HR information and data, and contribute to (better) filing system in Mission. 5. Learn from various UN and IOM’s mandatory trainings and other learnings. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Currently undergoing university study, or already possess Bachelor degree, in Economy Management, Human Resources or Business Administration. | | | |
| Experience | | |
| * Prior internship or work experience in HR in a busy HR office. * Experience in recruitment process and general HR works is an advantage. | | |
| SKILLS | | |
| * Good knowledge of Human Resources Management; * Demonstrated proficiency with Microsoft Office applications, including Excel, Power Point. Good knowledge of information technology; * Must be well organized, mature individual, able to work independently, paying attention to detail and meets deadlines; * Must have excellent communication and writing skills; * Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities; * Ability to work under pressure and with minimum supervision; * Strong interpersonal skill and ability to work as part of a diverse team; * Flexible and able to adapt quickly to new, different environments. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in **English** both written and spoken. | | N/A |
| 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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