

**Job title: Human Resources Assistant**

**Purpose of the role:** to implement and codesign effective Human Resources administrative-related processes and activities to ensure accountability and compliance in human resources management.

**Unit description:** we are responsible for ensuring ICCROM has embedded tailored management techniques, systems and processes to strengthen organizational sustainability, development, compliance and reporting.

**Office description:** to enhance effective human resource management by developing and implementing policies, programs and services that contribute to the attainment of organizational goals and well-being.

**Main functions**

The role involves, but is not limited to, the following functions:

1. Assist in the management of contractual and administrative arrangements for staff members and consultants to ensure compliance with the ICSC contractual framework, other relevant international standards and internal contract management policies and procedures.
2. Maintain and administer the systems of salaries (including allowances and benefits), oversee the payroll process management (including attendance management) and assist the HR budget forecasting operations.
3. Act as a focal point for Social Security issues (pension fund, health and medical insurance) to ensure alignment between accounting colleagues and internal and external stakeholders (e.g., UNJSPF, FAO Medical Service and others).
4. Coordinate and implement the internship training programme in line with organizational needs and priorities.
5. Perform other duties as assigned consistent with the staff member's background and experience and the needs of the Organization.

**Key shared accountabilities**

In collaboration with other colleagues the holder of this position will have these key accountabilities:

1. Collaborate with the HR Officer to maintain and implement administrative issues related to various HR processes (e.g., screening for recruitment and filing of forms for performance management).
2. Liaise with the accounting and finance colleagues for accurate administration of the payroll and contract management processes.
3. Ensure smooth management of the onboarding and offboarding processes together with ICT and Logistic colleagues.
4. Collaborate as necessary with colleagues at the Regional Office on HR-related issues in close coordination with the HR Officer.

**Budget responsibility:**

No

**Main relationships**

Reports to: Human Resources Officer

Coordinate roles: interns if needed

Other relevant relationships:

Establish effective working relationships with colleagues outside the immediate functional area. Maintain interorganizational relationships for administrative purposes (UNDP, FAO Medical Service, etc.) to administer responsibilities which extend to other organizational entities. Provide information, training and support to other staff members as appropriate.

**Technical knowledge**

1. Demonstrated proficiency in handling HR administrative processes (payroll, contract management, salaries and social security), preferably in the UN common system.
2. Excellent knowledge in assisting and supporting the development of Human Resources Information Systems (HRIS) and implementing HR analytics dashboards.
3. Superior attention to detail with demonstrated sensitivity in handling confidential information.
4. Good knowledge of the overall HR employee lifecycle.
5. Fluency in English or French, with knowledge of all or any of the other most widespread languages (Arabic, Italian and Spanish) as an asset.

### Organizational competencies

ICCROM is a small organization, when defined in number of staff, with a very large remit. All of our people need to ensure that they demonstrate the required behaviours so that we can deliver on our mission. These behaviours underpin everything we do internally and when working with stakeholders.

We are an ambitious organization and know that we can only achieve that ambition by working together and using the behaviours that will allow us to optimize our contribution. These are important to all of our roles and are essential for everyone.

- **Communication**

We engage in honest, respectful, two-way communication. We actively listen and seek opportunities to share and engage with colleagues and stakeholders. We consider the best way to share information and willingly engage in discussion with others. We are open, honest and transparent and give and receive clarity.

- **Collaboration and teamwork**

We show respect to every colleague and value their expertise, contribution and perspective. We trust each other to be the best they can be and give help and support when needed. We willingly share resources, ideas and efforts. We actively engage with others and help them to be the best they can be and create win-win solutions.

- **Flexibility**

We remain optimistic about what we do and have a positive 'can do' attitude. We look for solutions and are proactive in driving performance. We take responsibility for planning, managing risks and getting things done by being helpful and flexible in our approach. We look to build on team strengths and are always willing to step in when additional support is needed.

- **A learning organization**

We take opportunities to learn, share learning and to encourage colleagues to do the same. We try new things and experiment in order to help ICCROM work successfully with others. We look at things from different perspectives, seeking alternative views and finding ways to become even better at what we do.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.

**Date:** 27/10/2022

Administration Manager (on behalf of the line manager)	Human Resources	Post Holder
		