# ICMPD
# HR Assistant
# Compensation and Employee Data Management[1]

**ORGANISATIONAL SETTING:**

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 28 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 400+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

**FUNCTION (Task Identity):**

Reporting to the Head of HRM, the HR Assistant- Compensation and Employee Data Management administers the employment life-cycle of staff members, including but not limited to contracts, compensation, pension and health insurance, on-boarding and separation. The incumbent also handles the employment life-cycle of non-staff. The HR Assistant establishes strong collaboration with colleagues within HRM and other organisational Units and external providers/stakeholders, as necessary. The HR Assistant provides assistance and clarifications to individuals (staff and non-staff) regarding all elements of their compensation and allowances package.

**TASKS AND RESPONSIBILITIES (per Job Component):**

1. HR Support Service for compensation and allowances

- Analyse and answer queries regarding compensation and allowances in accordance with ICMPD's Staff Regulations and Rules and under the applicable terms of employment/engagement.
- Undertake necessary research in order to provide accurate information ensuring response conforms to the provisions of the ICMPD Staff Regulations and Rules.
- Support briefing, upon recruitment and separation to staff members and explain the salary and compensation and allowances package, including insurance and pension options that are applicable according to the category of staff member and contract.
- Processes leaves and absences requests including the establishment of calendar for official holidays.
- Processes employee health insurances with CIGNA and WGKK.
- Identify critical elements and assess consequences of different courses of action and propose solutions.
- Assist staff and personnel to analyse their needs and to provide solutions.

2 .Employee Data Management

- Perform any necessary related inputs and/or corrections in the HRIS system PeopleNet, ensuring timely action and accurate processing of compensation and allowances and any amendments thereto.
- Interpret and analyse a wide variety of data and identify and resolve data discrepancies and other problems

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[1] This job profile is classified at S2.

- Maintain up-to-date records of relevant matters being addressed and contribute to the creation of standard operating procedures.
- Maintain the Employee personal filing system up-to-date.
- Identify areas for improving processes and transactional services in order to maximize effectiveness and simplify procedures to gain optimal efficiency in processing and administering contracts and the compensation and allowances package.

3.  Support HR Data Reporting and Analysis

- Support the production of timely and accurate data reports for the internal stakeholders, including for tracking and monitoring of contract expiries and increments;
- Support development and maintenance of quantitative HR data monitoring tools;
- Maintain a database of the final versions of the reports.
- Support the modelling and calculations for new salary scales.
- Monitor established salary scales in ICMPD duty stations.

## KEY RESULTS (as per Job Component):

- Staff/personnel entry on duty administration processed timely and correctly.
- Staff/personnel employment data controlled, processed and updated timely and correctly.
- Staff/personnel records maintained correctly in the PeopleNet data management system.
- Any amendments to staff/personnel compensation and allowances packages implemented promptly and staff/personnel advised accordingly.
- Timely and correct responses to staff queries and closure of PeopleNet HelpDesk actions
- Accurate data, metrics for inputs to reports and statistics prepared.

## INCUMBENT PROFILE:

- A minimum of 4 years of relevant work experience in the field of Human Resources in international and/or public organisations or the private sector, including 2 years in HR compensation and allowances administration;
- Experience and knowledge of HR administration and HR processes, particularly management of HR data;
- Experience in dealing with audit related queries is an asset;
- Good ICT skills. Knowledge of HR information management systems is required;
- Good organisational skills with attention to detail and accuracy;
- Experience in managing conflict priorities and working with tight deadlines;
- Strong team-work and interpersonal skills;
- Excellent command of standard MS-office 2016 software, in particular Word, Excel and Outlook.

## CORPORATE QUALIFICATIONS:

- Evidence of work experience in a similar field (law, business administration etc.);
- Proficiency in (verbal/written) English, proficiency in a major EU language is an asset;
- Completed Bachelor´s degree in in business administration, human resources management, social sciences, law or other relevant field.
- Proficiency in (verbal/written) English, proficiency in German is an asset.