

ICMPD Job Profile

HUMAN RESOURCES ASSISTANT¹ - Data Management Support

Functional Overview

As part of the Human Resources Management Unit (HRM), the Human Resources Assistant supports the verification and creation of employee profiles both in the HR Information System (HRIS) and in ICMPD's payroll software as well as in updating, cleaning up and verification and validation of existing HR data. S/he updates any data changes for employees and prepares data reports for the relevant stakeholders. S/he works in close collaboration with the HR Specialist – Compliance, Process Re-engineering and Analytics.

Key Results

HR Data entry, maintenance and reporting: Employee data verified and accurately entered into the relevant HRIS and tools. Support provided to assist with the preparation of regular and accurate metrics for inputs to reports and statistics. Relevant HR databases updated and maintained. Input of employee data into the insurance systems performed in a timely manner. Monthly employee reports on life events and for new joiners prepared and sent to the insurance providers.

Support to HR Support Services: Updates of employee data in the HRIS and related systems such as the payroll software performed. Verification and validation of existing employee data conducted ensuring correctness of all employee related inputs, according to established monthly deadlines. Regular compilation prepared of those employees eligible for an annual and/or biennial salary increase. Employee life events (contract extensions, increments, work hour/pattern adjustments, promotions, allowances etc.) updated in all HR related systems. First level support to resolve any technical issues encountered by external applicants. PeopleNet HelpDesk requests timely answered and closed.

Support to administrative HR processes: Contracts with service providers and experts/consultants processed in SAP according to payment schedules. Back-up support provided in the implementation of separation and off-boarding processes according to established Rules and Procedures. Actions taken to improve achieved results.

¹ This project profile is classified at S1.

Required Expertise

- Ability to maintain and support the preparation of accurate data reports with great attention to detail.
- Ability to gather and analyse information, identifying critical relationships and patterns among data and proposes workable solutions.
- Capability to establish effective relationships within teams to understand and meet their needs.
- Client orientation. Commitment to continuous improvement.

Qualifications, Experience and Language Skills

- Bachelor's Degree related to the area of work.
- A minimum of 2 years of experience in data management support in an international organisation context.
- Knowledge of HR Information /ERP systems – knowledge of SAP in an asset.
- Good organisational skills.
- Experience in managing conflict priorities and working with tight deadlines.
- Strong team work and interpersonal skills.
- Excellent command of standard MS-office software.
- Proficiency in (verbal/written) English, proficiency in any of the ICMPD official languages is an asset.