



VACANCY NOTICE 024/2022

Human Resources Officer (AD 8)

All our work shall be driven by commitment and excellence

Department:	General Management
Location:	Laxenburg, AUSTRIA
Type of Contract:	Fixed-term
Application Deadline:	8 January 2023 (Midnight UTC+2)
Languages Required:	English
Duration of Initial Contract:	1 year (renewable) with 4 months´ probation period
Expected Start Date:	February 2023

BACKGROUND

About us

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as a post-secondary educational institution, headquartered in Laxenburg/Vienna. It is the only international organization with a mandate focused solely on fighting corruption through education, research, cooperation, and technical assistance delivery.

IACA strives to complement the UN's work in the field of sustainable development, incl. through project implementation and provision of technical assistance, and to facilitate the implementation of the UN Convention Against Corruption. We are a pioneering institution that aims to overcome shortcomings in knowledge and practice in the field of anti-corruption and compliance, functioning as a centre of excellence in education, training, networking, and cooperation, as well as academic research. IACA activities benefit public and private sector professionals and practitioners, academics, media professionals, and civil society.

For detailed information on IACA, please visit our website at www.iaca.int.

Remuneration

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of 53,492 EUR. An adjusted dependency benefit will be given to staff members with at least one child. For detailed information on IACA grades and conditions, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

Applying

If you have related work experience, meet the requirements outlined in the Job Description on the following pages, adhere to our goals and Guiding Principles, and would like to work in a dynamic, multicultural environment, please send a concise CV and cover letter via our [job platform](#), clearly stating the Vacancy Notice number in the subject line, no later than **8 January 2023 (Midnight UTC+2)**. Please include your contact details as well as the names and contact details of three references. Shortlisted candidates will be called for an interview.

JOB DESCRIPTION

Duties and Responsibilities

Within IACA's organizational structure, the position of Human Resources Officer operates under the General Management department, together with other main operational functions such as finance, IT, and facility. Under the general Management structure, the Human Resources

Officer provides Human Resources services and contributes to the proper workflow, results, and functioning within the team.

Under the supervision of the Head of General Management department, the incumbent will perform the following principal duties:

- Manage Human Resources (HR) administration, including maintaining proper leave, attendance, and performance management systems in place.
- Prepare and process applications and other relevant documents for social insurances, visas, and residence permits, letters of appointment for new staff members, as well as contracts for various contractors and interns.
- Coordinate entire recruitment and onboarding processes.
- Manage IACA's global internship programme.
- Contribute to active efforts in improving internal HR processes and procedures by conducting research, developing, and implementing policies aimed to bring onto a more effective, enjoyable, and transparent working environment.
- Calculate personnel costs of all IACA projects for financial and donor reports and calculate and process claims and payroll in close cooperation with the finance unit.
- Prepares draft reports, briefing notes and talking points on issues related to HR policies, develop dashboards, or other tools to effectively summarize findings and convey information to management.
- Support the training and guidance of, e.g., interns, advising them, inter alia, on workflow, administrative practises, and procedures.
- Keeps abreast of developments in various areas of human resources.
- Occasional work on other tasks given by superiors is expected, not directly related to the appointment, but where relevant work experience and skills are an asset and/or the immediate shortage of personnel capabilities require so.

The incumbent's place of employment is at the IACA campus, in a multinational environment. The incumbent may also be sent to IACA's other offices or to those of partners, contractors, or other third parties in Austria or abroad and on official missions, as work requires, and thus must hold valid international travel documents. The Human Resources Officer contributes to the development and maintenance of the Academy's distinctive character as a centre of excellence in anti-corruption training and education.

Skills

The incumbent

- has proven experience in handling human resource and administrative tasks,
- has excellent written and oral communication skills in English,
- has a good semantic memory for numbers, facts, and figures,
- is an effective problem solver,
- has an ability to work well under pressure, adapt to challenging and changing environments, and meet deadlines,
- has excellent communication skills and is able to present ideas and content in a clear and structured way, both verbally and in writing,
- is prepared to take over responsibility,

- has excellent time management skills,
- is confident and proactively pursues targets,
- is conscientious and efficient in meeting commitments, observing deadlines, and achieving results, and is familiar with the handling of contemporary computer software (MS Office 365).

At least five (5) years of experience in human resources management, administration or related area is required for applicants with Bachelor´s Degree.

At least three (3) year of experience in human resources management, administration or related area is required for applicants with higher academic qualifications.

Furthermore, professional experience gained in related professions, especially in academic environments, and working experience gained abroad or in multinational environments, in particular with international organizations, are considered a strong asset.

Finally, fluency in English is required; knowledge of German is considered an asset.

Education

Bachelor´s Degree or equivalent

SPECIAL NOTICE

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. It is committed to achieving 50/50 gender balance in its staff. We seek to attract the best qualified and most dedicated workforce, meeting the highest standards of professional ability, personal integrity, and social competence, and offer fair and competitive international employment terms and conditions. The selected candidate is expected to start as soon as possible.

ADDITIONAL CONSIDERATIONS

- Please note that the closing date is midnight Vienna time.
- Applications received after the closing date will not be considered.
- **IACA's selection is final and not subject to review.**
- **Qualified female candidates are strongly encouraged to apply.**