



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Reference No. : **SVN/ID10/2019/058**
Position Title : **Senior Project Assistant**
Duty Station : **Jakarta**
Organization Unit : **Immigration & Border Management**
Classification : **General Service, Grade G-7**
Type of Appointment : **Special Short-Term Contract for initial three months with possibility of extension (the full 3 months will be probation period)**
Report to : **Project Manager**
Estimated Start Date : **As soon as possible**
Closing Date : **11 September 2019**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the VN.

Under the direct supervision of the Project Manager and the overall supervision of the Chief of Mission, the incumbent will be responsible to oversee and monitor the implementation of socializations of information and education to frontline government officials, coastal communities, and migrants.

Core Functions / Responsibilities:

1. Provide technical support to the Project Manager with the day-to-day implementation of the project's operational, administrative and financial activities.

2. Develop and maintain high level relations with relevant ministries, agencies and organizations involved in migration in Indonesian, local government, law enforcement and civilian authorities in areas where the project will be implemented.
3. Coordinate support efforts by IOM sub-offices that will provide the platform from which the Information Campaign will be launched.
4. Work closely with the private sector sub-contractor tasked with the development and implementation of the Information Campaign to ensure its research methodology is sound, and that the conclusions drawn from the research phase of the project about suitable messaging, and communications channels are reflected in the campaign itself.
5. Coordinate multiple visits to Information Campaign target areas around Indonesia.
6. Assist in the preparation of any workshops, seminars etc involving Indonesian government ministries, state-owned companies and private sector partners relating to development and implementation of the Information Campaign.
7. In coordination with the PM, liaise and coordinate with the donor, and other units and projects within IOM to meet project objectives.
8. Undertake representational duties in project-related functions (workshops, seminars, coordination meetings, etc.) on behalf of PM, as required.
9. As requested, provide inputs into the development of new project proposals.
10. Maintain and update all data collection related to the programme to be able to demonstrate to partners the effectiveness of the project.
11. Prepare monthly progress and outcome reports, ad hoc reports, final narrative and financial report.
12. Undertake regular duty travel related to Information Campaign project implementation, monitoring, assessment and problem-solving, as requested.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree from an accredited academic institution, preferably in communications, journalism, marketing, Law, or Political/Social Science with at least five years of extensive experience in in public information campaign development and implementation with strong research and analytical skills.

Or

- Minimum completed High School degree with at least 7 (seven) years in relevant work experience.

Experience

- Has working experience in marketing and/or public relations campaigns including overseeing the creative development of campaign attributes, broadcast and print materials, and market research techniques.
- Familiarity with graphic design, preferably in a public relations or media-related capacity.
- Has experience implementing information programming on behalf of international organizations, international NGOs and/or UN agencies
- Good understanding about the dynamics of Migration in Indonesia and the roles played by IOM's key government partners.
- have a strong track record of working with Indonesian government ministries, policy makers and implementing agencies. Experience working in the migration sector or on smuggling/counter-trafficking campaigns is an advantage.

- Has experience in community mobilization and/or advocacy efforts, and the ability to develop and sustain networks of governmental and non-governmental contacts at the grassroots level
- Familiarity with IOM's administration and project coordination functions is an advantage.
- Excellent written and spoken communications skills, good interpersonal skills, ability to work in a multi - cultural environment and good working in team.
- Ability to work with minimum supervision and work effectively in a team.
- Proficient in computer applications.

Languages

Fluency in English and Bahasa Indonesia, both oral and written

Required Competencies

The incumbent is expected to demonstrate the following competencies:

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.

Managerial Competencies¹ – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
 - Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

¹ As applicable.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of Education certificate.

IOM applies local United Nations Salary Scale.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date
- b) Complete the Personal History Form which can be downloaded at the following link:
<http://indonesia.iom.int/sites/default/files/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application through this [link](#) or send by email to rindonesia@iom.int, indicating the reference code above (**SVN/ID10/2019/058**) as subject. The deadline for applications **11 September 2019**.

Only applicant who meets the above qualification will be considered.

Posting period:

From 29.08.2019 to 11.09.2019