



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Reference No. : **SVN/ID10/2019/059**
Position Title : **Project Administrative Assistant**
Duty Station : **Jakarta**
Organization Unit : **Immigration & Border Management**
Classification : **General Service, Grade G-5**
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 : **Senior Project Assistant**
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 SVN.

Under the direct supervision of the Senior Project Assistant and overall supervision of the Project Manager, the incumbent will provide administrative support for the implementation of socializations of information and education to frontline government officials, coastal communities, and migrants.

Core Functions / Responsibilities:

1. Assist in coordinating and monitoring the day to day and overall project activities related to logistical and administration performance, process improvement and optimization.
2. Maintain regular coordination on administration, finance and logistical matters of all activities of the project with project team, other IOM units, as well as external parties, and in line with IOM procedures and processes.
3. Provide assistance and inputs in terms of planning and moving plans forward on the administration, finance, and logistical coordination side.
4. Provide prompt and accurate financial projection, which ensures appropriate and efficient use of budget. This includes forecast of future extension, weekly summary report, among others.
5. Assist in monitoring all administrative and logistics arrangements for project activities are carried out efficiently and effectively and that requests for payment due to service providers and local suppliers are accurate and addressed in a timely manner.
6. Track and verify all incoming invoices/official receipts for payments of activities and ensuring that it's provided by the valid supporting documents, as well as being responsible for petty cash; handles petty cash requirements and reimbursement of approved expenditures for activities under project, as well as coordinate with finance in relation to budget tracking for various activities.
7. Prepare and submit weekly PRF, PO tracking, and commitment tracking reports.
8. In coordination with the Senior Project Assistant and Project Manager, prepare detail budgets for each project activities, and analyze variances between budget and actual expenditures.
9. Provide other clerical assistance (drafting letters of correspondence, etc.) as necessary.
10. Liaise with external parties to coordinate meetings, workshops and functions.
11. Maintain project document filing and tracking for all project related issues, for all completed, ongoing and planned activities under project. Ensure all relevant project documentation is updated for reporting purpose.
12. Arrange project relevant travel and logistical needs of IOM staff and Government counterparts
13. Coordinate with relevant IOM sub-offices for project activities and events to ensure all resources are in place for planned events including interpreters.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree from an accredited academic institution, preferably in Business Administration or Social Studies and combination of relevant training in any of this fields, project development, implementation, reporting and/or evaluation, with at least 3 (three) years of relevant working experience.

Or

- Minimum completed High School degree with at least 5 (five) years in relevant work experience.

Experience

- Good understanding about the dynamics of Migration in Indonesia and the roles played by IOM's key government partners.
- Familiarity with IOM's administration and project coordination functions is an advantage.
- Has a progressive experience in the same functions or working with capacity building project.
- Knowledge in assisting coordination activities.
- Familiar in arranging the training/capacity building.
- Ability to prepare clear and concise reports in English.
- Excellent written and spoken communications skills
- Ability to work with minimum supervision.
- Proficient in computer applications.
- Experience working in humanitarian organization or foreign funded organization is preferable.
- Excellent interpersonal skills.
- Ability to work with minimum supervision and work effectively in a team.

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.

Other

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

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/ID10/2019/059) 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