



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Reference No. : **SVN/ID10/2019/060**
Position Title : **Project 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. Under the direct supervision of the Senior Project Assistant, assist with the day-to-day operational implementation and project activities in accordance to the contractual terms of the projects.

2. Provide assistance in preparing field reporting templates to be used for monthly and quarterly migrant outreach and public awareness.
3. Prepare draft of design and lay-out of donor reports based on data collected by IOM staff and contractors in the field.
4. Assist in developing and creating the draft of strong graphic elements to enhance donor reporting.
5. Provide informal translations from English to Bahasa Indonesia of project materials and provide interpretation services if needed.
6. Assist in developing and prepare effective questionnaires to be used in field interviews.
7. In close coordination with Procurement/Logistics Unit, source and liaise with contractors to reproduce materials, and facilitate the quality-control and administrative aspects of the production of IOM's information material.
8. Assist the Senior Project Assistant and Project Manager 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.
9. Prepare project-related supporting materials including PowerPoint presentations.
10. Assist in providing content/supporting materials as requested to social media platforms.
11. Provide other clerical assistance (drafting letters of correspondence, etc.) as necessary
12. Assist in drafting of regular reports for ongoing activities and information materials as requested by Project Manager.
13. Under take duty travel to areas of implementation.
14. Assist the Senior Project Assistant and Project Manager in prompt and accurate financial projection, which ensures appropriate and efficient use of budget. This includes forecast of future extension, weekly summary report, among others.
15. Maintain effective project document filing and tracking for all project related issues.
16. Perform 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 three years of extensive experience in in public information campaign development/ public communications/migrant-outreach focus, or;
- Minimum completed High School degree with at least 5 (five) years in relevant work experience.

Experience

- Familiarity with graphic design, preferably in a public relations or media-related capacity.

- 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.
- Familiar in arranging the training/capacity building.
- Effective organizational skill and ability to establish priorities and plans, ability to work under pressure and cope with deadlines.
- Excellent written and spoken communications skills, good interpersonal skills, ability to work in a multi - cultural environment and good working in team.
- Experience working in humanitarian organization or foreign funded organization is preferable.
- Ability to work with minimum supervision and work effectively in a team.
- Proficient in computer applications.
- 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/ID10/2019/060**) 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