



International Organization for Migration (IOM)

The UN Migration Agency

### Open to Internal and External Candidates

Reference No.	:	SVN/ID10/2019/063
Position Title	:	Project Assistant III
Duty Station	:	Makassar
Organization Unit	:	Building Healthy Cities Project, Health Care Unit
Classification	:	General Service Staff, Grade G-6
Type of Appointment	:	Special Short-Term Contract for 9 (nine) months (with possibility of extension). The first six months shall be considered as probation period.
Report to	:	National Migration Health Officer (NMHO)
Estimated Start Date	:	As soon as possible
Closing Date	:	08 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.

#### **Context:**

The Project “Building Healthy Cities” (BHC) aims to embed a health equity lens into existing Smart Cities in India, Indonesia, and Vietnam, and improve data flow by focusing on city policies, planning, and services. Despite being outside of the health sector, decisions about environment, transport, sanitation, recreation, information and communication technology (ICT) infrastructure and the built environment can have a large impact on health. By complementing Smart Cities, BHC aims to improve access to health services, increase availability of usable data for urban health decision making, and decrease lifestyle and environmental risk factors for poor nutrition and noncommunicable diseases. In Indonesia, BHC

is partnering with Smart City initiatives in Makassar, South Sulawesi, a city which experiences urbanization and its subsequent issues. The project will empower citizens, health professionals and policymakers to use data to improve the health of Makassar.

The project will lead to increased partnership between sectors and with health actors in the private sector, funding for healthy lifestyle related projects, increased demand for healthy city environments amongst under-represented populations, data access and use amongst decision makers and citizens, and knowledge transfer for eventual scale-up in other Smart Cities.

Under direct supervision of the National Migration Health Officer (NMHO) and the overall supervision of the Programme Coordinator for Eastern Region Indonesia and in close coordination with Senior Migration Health Adviser (SMHA), the incumbent shall be responsible for assisting NMHO on implementing the Building Healthy City (BHC) project including for coordinating stakeholder liaison, event management and facilitation, reporting and other matters pertaining to the BHC project.

### ***Responsibilities and Accountabilities***

1. Assist the National Migration Health Officer to ensure that all related activities of the project are implemented in line with logical frame works.
2. Prepare draft Building Healthy City (BHC) related project development such as proposals, TOR Scope of work etc.
3. Identify potential partners from government entities, health department, urban planning, private sectors, projects and other related sectors. Maintain good relationships with local government, local representatives of NGOs, institutions and community leaders and other related stakeholders to assist in the delivery of projects partnered with these agencies, update contact lists for these stakeholders.
4. Facilitate close coordination and communication with various government departments, and other relevant stakeholders at city level to promote active participation and support of the BHC project in Makassar.
5. Organize events involving project stakeholders.
6. Coordinate other ad hoc program activities as requested by supervisor including the drafting project concepts, preparation and facilitation of workshops and other forums.
7. Participate and update Stakeholder and partner on biweekly meetings and follow up pending projects.
8. Facilitate regular team meetings, sharing of knowledge and resources.
9. Prepare and submit the following reports to the NMHO, SMHA and Program Coordinator Eastern region as well as Indonesian stakeholders:
  - Financial and technical report.
  - Project/ activity report.
10. Review and advise technical data collection and analysis where required.
11. Provide supervision and technical guidance to the staff member.
12. Perform other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in the relevant field of expertise specializing in Public Health, Urban Planning, International Development, Information Technology, or Environment, with four years of relevant working experience, or
- Completed high school diploma with at six years of relevant working experience.

### **Experience**

- a) Indonesian national with good knowledge of, and experience in public health, program development, project administration, policy, or related areas in either NGOs, government, or international organizations.
- b) Highly developed interpersonal skills to communicate effectively and liaise with internal and external stakeholders.
- c) Proven ability and experience in liaising with UN, Government. Departments/Authorities and other international organizations.
- d) Experience in provision of community-based training activities.
- e) Experience in collaborative project team environments.
- f) Experience in implementing of project activities including stakeholder liaison, event management, and facilitation.
- g) Good understanding of local health systems.
- h) Good written and spoken communication and negotiation skills.
- i) An interest in health issues as they pertain to urban dwellers (e.g. recent internal migrants).
- j) Thorough understanding of data driven projects and Smart Cities initiatives or a desire to acquire such understanding would be preferable.
- k) Has good relationship with local government (Makassar), local NGOs, or private sector stakeholders would be an asset.
- l) Self-motivated and ability to work under stressful conditions.
- m) Flexibility and initiative, demonstrated ability to be proactive and resourceful.

### **Languages**

Fluency in English and Bahasa Indonesia language, both oral and written.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Value**

- 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 competency** - behavioural indicators *level 2*

- 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 Competencies** – 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.

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

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](mailto:rindonesia@iom.int), indicating the reference code above (**SVN/ID10/2019/063**) as subject. The deadline for applications is **08 September 2019**.

**Only applicant who meets the above qualification will be considered**

**Posting period:**

From 26.08.2019 to 08.09.2019