



Open to External Candidates

Reference No. : CFCV/ID10/2024/039
Position Title : Intern (Refugee Care)
Duty Station : Jakarta
Organization Unit : Refugee Care Unit
Type of Appointment : Internship
Reporting to : Field Coordinator
Estimated Start Date : As soon as possible
Closing Date : 31 May 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Only external candidates will be considered for this vacancy. This is a request for Curricula / expression of interest for the position of **Intern (Refugee Care)**. The success candidate will be offered Internship Contract. *Applications from all gender candidates are encouraged.*

Context:

Operational in Indonesia for more than 40 years, IOM Indonesia is one of IOM's large missions in the world working on a wide range of activities in partnership with the Government of Indonesia, civil society, private sector actors, migrants and communities. IOM Indonesia is engaged in several thematic areas, including: Counter-Trafficking (CT), Labour Mobility and Social Inclusion (LMSI), Disasters, Climate and Resilience (DCR), Immigration and Border Governance (IBG), Refugee Care, Migration Health, Migration Policy and Data Hub, and Resettlement and Voluntary Returns.

IOM Indonesia aims to improve the quality of care for refugees and asylum seekers referred to IOM by the Government of Indonesia according to applicable international humanitarian and human rights standards. IOM also contributes to the increased protection of vulnerable subgroups of displaced persons, such as unaccompanied migrant children (UMCs), victims of sexual and gender-based violence, pregnant women, and the elderly, among others, through the establishment of referral mechanisms involving the active participation of specialized state and non-state service providers.

Under the direct supervision of the Field Coordinator, the incumbent will provide assistance in the area of the Refugee Care in preparation of policy documents, operational guidelines and reports.

Responsibilities and Accountabilities:

1. Undertake initiatives to become familiar with IOM Indonesia refugee care activities and the wider migrant support challenges in Indonesia.
2. Assist in the proofreading, formatting, and finalization of refugee care related products, including info sheets, reports, guidance notes, among others.
3. Assist in the drafting of project proposals, reports, and other project related documents.
4. Draft and distribute the minutes of the RCA staff meetings and the action points noted in the meetings.
5. Support analysis of data, and prepare concise reports and presentations.
6. Attend meetings and events as needed and prepare notes for file.
7. Learn and become familiar with existing information management systems, therefore can propose enhancement, and ensure up to date files are saved on cloud.
8. Prepare presentations and talking points, as needed.
9. Provide administrative support for Refugee Care Unit.
10. Carry out other duties as may be deemed necessary by the supervisor.

Required Qualifications and Experience

Education

- Applicants enrolled in the final academic year of a first university degree programme (minimum under-graduate school) in international relations, international development studies, migration studies, communication and others at the time of application of internship; and/or applicants who are enrolled in a second university degree (graduate school/equivalent) or have graduated with a university degree within one year of graduation.

Experience

- Previous experience as a volunteer or in organization in the field of social and/or political science, migration studies, communications, and/or international relations; and/or background and knowledge in the field of migration will be highly regarded.

Skills

- Ability to write clear and concise reports and project documents.
- Ability to analyse and present data.
- High level of computer literacy; proficiency in Microsoft Office is required including knowledge of data analysis applications.
- Research and data management will be an added advantage.

Languages

Proficient in English and Bahasa Indonesia, both oral and written is required.

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 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.

Others

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.

How to apply:

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

- a) Cover letter, clearly specify suitability and availability date, followed by your **updated curriculum vitae / resume**.
- b) Complete the Personal History Form which can be downloaded at the following link: <https://indonesia.iom.int/sites/g/files/tmzbdl1491/files/Personal%20History%20Form.xls>
- c) Detailed curriculum vitae and minimum three referees (preferably direct academic supervisors).

Please submit your application through email to rindonesia@iom.int indicating the reference code above **CFCV/ID10/2024/039** as subject. The deadline for applications is **31 May 2024**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

Only applicant who meets the above qualification will be considered

Posting period:

From 17.05.2024 to 31.05.2024