



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Reference No. : SVN/ID10/2021/079
Position Title : Project Assistant III
Duty Station : Jakarta
Organization Unit : Counter-Trafficking/Labour Mobility and Human
Development (CT/LMHD)
Classification : General Service, Grade G-6
Type of Appointment : Special Short-Term Contract with possibility of extension
Report to : National Programme Officer
Estimated Start Date : As soon as possible
Closing Date : 10 December 2021

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.

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.
- Internal candidates selected through a SVN will keep their OYFT or TYFT contract and the duration of the contract will be aligned to the duration of the project and IOM policy, if the advertised position is in the same category as their current position, or will receive an SST graded contract if the position is in a different category.

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

Context:

Operational in Indonesia for more than 40 years, IOM Indonesia is one of the largest IOM 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/Labour Mobility and Human Development (CT/LMHD), Disasters, Climate and Resilience (DCR), Immigration and Border Management (IBM), Migrant Assistance, Migration Health, and Resettlement and Voluntary Returns.

The Counter Trafficking and Labour Mobility and Human Development (CT/LMHD) Programme works alongside and contributes to the strengthened capacities of government partners at the national and sub-national level, civil society organizations, international organizations, and the private sector to enhance measures to combat human trafficking and to promote safe labour migration. Under the direct supervision and guidance of the National Programme Officer (NPO) and the overall Deputy Chief of Mission, the Project Assistant III will provide specialized technical and administrative support for the implementation of ongoing IOM Indonesia' Counter-Trafficking project titled "Advancing Measures to Adjudicate Trafficking in Person and to Protect Victims of Trafficking (AMPUH)" funded by U.S. Department of State: Office to Monitor and Combat Trafficking in Persons (J/TIP).

Responsibilities and Accountabilities

1. Coordinate and follow up all aspect operational and administrative activities as well as to ensure IOM administrative procedures are followed.
2. Assist National Programme Officer in monitoring and overseeing the day to day budgetary and financial function in accordance with IOM's rules, regulation and procedures.
3. Provide specialized assistance in planning and implementation of the project; identify and analyze potential implementation issues; as well as assist in planning and designing of activities, balance, tracking sheet, and report on overspent and underspent items, among others.
4. Prepare draft donor report and other reporting documents and coordinate with relevant IOM offices on reporting matters (including report submission) as well as on any other request for project amendment and extension if needed.
5. Assist the NPO with quality control of all project deliverables both content and format-wise, assure timely and complete donor reporting including financial reporting and budget monitoring for the project.
6. Identify potential project ideas in relation to counter trafficking and labour migration related issues and provide assistance in the development of project proposal in coordination with IOM Indonesia's Project Development Office and Finance Unit.
7. Under guidance from NPO provide support senior management in maintaining the strategic liaison with local, national, donors, and international state and non-state actors including private sector for on-going and future counter-trafficking project activities.
8. Assist NPO to monitor allocation of resources, both human and financial and other day to day operations and propose adjustments as necessary.
9. Assist the NPO with additional cross-cutting project implementation tasks, as follows:
 - a) Undertake representational duties in project-related functions (workshops, seminars, coordination meetings, etc.) on behalf of NPC, as required. Draft minutes of any meetings or event attended.
 - b) Ensure meeting minutes and monitoring reports are filed, and that all project files are maintained and kept up-to-date.
 - c) Monitor and advise on risks to project implementation and make recommendations for risk mitigation measures as required;
 - d) Maintain security and confidentiality of information and documents as instructed;
 - e) Provide assistance in drafting letters of correspondence, etc as necessary.
 - f) Undertake in-country duty travel related to project implementation, monitoring, assessment and problem-solving, as requested.
10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Political/ Social Sciences, Law, International Relation or a related field from an accredited academic institution with at least four years of relevant working experience, or;
- Completed High School degree from an accredited academic institution, with six years of relevant working experience.

Experience

- Has working experience in project implementation and related field.
- Demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Able to manage workload within general schedule of work, instructions and standard practices. Able to work with minimum supervision and maintain composure under pressure.
- Team player and willing to travel to monitor project activities.

Skills

- Indonesian National with Good knowledge and understanding of the counter trafficking context in Indonesia
- Strong research and analytical skills.
- Well versed in written and oral communication skills in English and Bahasa Indonesia, including the ability to explain and present technical information; able to draft written documentations in a clear and concise style in both English and Bahasa Indonesia.
- Strong liaison and networking skills with state and non-state actors.
- Strong training experience.
- Proficiency in Microsoft Office tools like (word-processing, spreadsheet, database, e-mail).

Languages

Fluency in **English** and **Bahasa Indonesia**, both written and spoken.

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 & 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 :
<https://indonesia.iom.int/sites/indonesia/files/Vacancy/document/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application through by email to rindonesia@iom.int, indicating the reference code above **(SVN/ID10/2021/079)** as subject. The deadline for applications is **10 December 2021**. 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 26.11.2021 to 10.12.2021