



IOM International Organization for Migration  
OIM Organisasi Internasional untuk Migrasi

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Indonesia is looking for **Logistics Assistant – Fleet and Security Management**, according to the terms of reference below. Interested candidates are invited to send their CV with the cover letter in ENGLISH and complete the PH Form which can be downloaded at <http://www.iom.or.id/loadpdf.jsp?lang=eng&pgs=pcmain&file=phform.xls> and submit to [recruitment-indonesia@iom.int](mailto:recruitment-indonesia@iom.int) not later than **31 January 2012** indicating the reference code below as subject. All candidates are requested to specify their availability date and minimum three referees in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2012/002  
Position Title : Logistics Assistant – Fleet and Security Management  
Classification : General Service Staff, G5  
Duty Station : Jakarta, Indonesia  
Type & Duration of contract : Special All Inclusive, 6 month (subject to the medical clearance) with possibility of extension and including first 3 month probation period

### General Functions:

Under the guidance and direct supervision of the Logistics Officer and overall supervision of the Senior Resources Management Officer (SRMO), the incumbent will be responsible for fleet and security management. In particular, she/he will:

### Fleet Management:

1. Organize, direct, supervise and control fleet management activities and drivers at the office.
2. Prepare regular reports on fleet management activities and related financial and operational expenditures.
3. Liaise with appointed staff members at sub offices to ensure that number of rented vehicles is in line to the requirements and available funds, as well as ensure that the management of the vehicles is in line to relevant mission policy.
4. Responsible for all financial transaction related to the vehicles.
5. Ensure that all financial related transactions are recorded in the data base and copies of fleet related documentation are kept in a stand-alone folder.
6. Supervise and coordinate drivers in Jakarta office on daily activities and utilization of office vehicles.
7. Liaise with service providers to ensure that services are provided in accordance to signed agreements.
8. Based on requirements and in coordination with procurement unit prepare and extend contracts for rental of vehicles.
9. Coordinate with Logistic/Procurement Officer on fleet operational activities and advice on necessary improvement.
10. Conduct regular staff meetings to discuss and analyze activities and efficiency of the unit.
11. In coordination with Logistics Officer initiate, plan and implement training for the staff members to improve their skills and capacities.

**Security Management :**

1. Assist the Logistics Officer in implementation of Organization's and the United Nations Department of Safety and Security (UNDSS) policies and procedures in accordance with the Memorandum of Understanding (MoU).
2. In coordination with Logistics Officer, conduct security management activities to ensure safe implementation of programmes and safety of staff and assets.
3. Advise the Logistics Officer and IOM Management on security related issues and mitigation of the risk to staff and assets.
4. Coordinate and disseminate security related information with IOM Indonesia offices and their security focal points.
5. Provide security briefing for newly arrived staff members.
6. Ensure that all staff members has completed necessary security trainings.
7. Maintain comprehensive security related data base and plans, including warden plan, BCP, communication list and inventory and any others related to security.
8. Liaise with UNDSS and designated staff members on security related matters, including provision of UN ID cards, communication equipment, security phases, security clearances, security briefings and security trainings.
9. Attend UNDSS security meetings and liaise with Staff Security Unit (SSU).
10. Coordinate with the security service providers in provision of security services for IOM offices in Indonesia.

**Overall :**

1. Monitor attendance and performance of IOM drivers and conduct evaluation.
2. Comply and adhere to IOM code of conduct.
3. Undertake other duties that may be assigned from time to time which are commensurate to the position.

**Desirable Qualifications :**

University Degree in business administration, Military/Police/Social Sciences, and/or a combination of relevant trainings and with at least three years working experiences in related field, preferably in UN system and knowledge of UNDSS policy.

A comprehensive understanding of the concepts, mandate and operational system of a security unit. Knowledge of various analytical techniques and the process of analyzing and grading sources of information, related to safety/security and threat/risk assessment.

Have strong communications and negotiation skills. Strong interpersonal and organizational skills. Drive for results and effective resource management skills. Demonstrated track record in leading and working effectively with colleagues from varied cultures and professional background in order to achieve desired goals. Ability to manage workload within general schedule of work, instructions and standard practices. Strong team player, able to work with minimum supervision and maintain composure under pressure. Proficient in Microsoft Office computer application.

Language: Thorough knowledge of English.

**IOM Mission in Indonesia**

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