



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL CANDIDATES ONLY

International Organization for Migration (IOM) Indonesia is looking a **National Head of Sub-Office** according to the terms of reference below. Interested candidates are invited to submit their applications to recruitment-indonesia@iom.int not later than **01 February 2012 indicating the reference code below as subject**. All candidates are requested to specify their availability date in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2012/005
Position Title : National Head of Sub-Office
Duty station : Jimbaran (Bali) – Indonesia
Classification : General Service, G6
Type of Contract : Special All Inclusive Contract (unless existing contract is Fixed
Term/Regular)

General functions:

Under the direct supervision of the Deputy Chief of Mission, the National Head of Sub-office will be responsible for the management of the sub-office including the oversight of projects and activities in their area. In particular, he/she will:

1. Establish and maintain necessary relationships with local government, local representatives of national government and community leaders.
2. Establish and maintain working relationships with Imigrasi and Police to assist in the delivery of projects partnered with these agencies.
3. Provide comprehensive monthly reports on each project being implemented in the sub-office area.
4. Formulate concepts for potential projects in the area. Assist Project Development Unit with development of project proposals related to the area.
5. Advise the Deputy/Chief of Mission on migration related trends in the area.
6. Responsible for the care and maintenance of Irregular Migrants (IMs) under IOM auspices in his area of responsibility and in strict compliance of the agreed IOM Operational Guidelines.
7. Monitor Irregular Migrants activities and ensure that all basic services are provided to all Irregular Migrants (IMs) under IOM auspices in a timely and efficient manner. Basic services to be provided to IMs include adequate and appropriate food and water, acceptable accommodation facilities, basic personal supplies and toiletries, security and medical assistance, including psycho-social counseling.
8. Visit Irregular Migrants and under take activities as indicated in the visit activity / work plan prepared in coordination with supervisor.
9. Prepare and submit site-visit reports to IOM Jakarta Operations.
10. Coordinate with the Medical and Mental Health teams to ensure that all Irregular Migrants are provided adequate and appropriate medical services, including psychosocial counseling.

IOM Mission in Indonesia

Sampoerna Strategic Square 12A Floor North Tower, Jl. Jend. Sudirman Kav. 45-46, Jakarta 12930, Indonesia

Tel: +62 (21) 57951275 • Fax: +62 (21) 57951274 • E-mail: iomjakarta@iom.int

Website : www.iom.or.id

11. Review and ensure that payments for service providers and local authorities are correct and necessary.
12. Coordinate with Jakarta Operations to arrange for transport for Irregular Migrants movements.
13. Provide escort assistance as required and ensure that specific duties as escort are carried out efficiently and effectively. Close coordination with National Operation Officer is necessary for this task.
14. Ensure that all relevant staff is informed of any change in Irregular Migrants status.
15. Coordinate with IOM Jakarta to assist handling resettlement and Voluntary Repatriation on Refugees and Irregular Migrants movements to ensure accurate and up date Irregular migrants Statistics.
16. Assist Jakarta Operations handle the new arrival of the migrants and to coordinate with the local authorities to arrange the security, food and lodging and purchase the basic needs for the migrants.
17. Undertake other duties that maybe assigned from time to time are commensurate to the position.

Required Qualifications:

At least 5 years experience working with refugees/asylum seekers, livelihoods projects or community development projects with at least 2 of those being with IOM. At least 2 years experience managing a team. Fluency in English and Bahasa Indonesia both oral and written.

Desirable Qualifications:

University Degree in management, Economics, Political, social science or business and counseling. At least five years of experience in any of these fields, particularly in dealing with migrants, direct beneficiaries and/or trainings. Ability to work effectively and harmoniously within a team from varied cultures and professional background

Possess strong organizational and communication skill, detail oriented, committed, efficient and flexible. Ability to establish priorities and plans, ability to work under pressure and cope with deadlines. Proficient in computer applications. Working knowledge of IOM procurement, admin and finance rules.

Good written and spoken communications skills, good interpersonal skills, high loyalty, ability to work in a multi - cultural environment and good working in team.

IOM Mission in Indonesia

Sampoerna Strategic Square 12A Floor North Tower, Jl. Jend. Sudirman Kav. 45-46, Jakarta 12930, Indonesia
Tel: +62 (21) 57951275 • Fax: +62 (21) 57951274 • E-mail: iomjakarta@iom.int
Website : www.iom.or.id