



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

IOM Banda Aceh is looking for 6 (six) **Project Assistant II** according to the terms of reference below. Interested applicants are invited to apply by submitting their application to recruitment-indonesia@iom.int no later than 26 August 2010 indicating the reference code below. All candidates are kindly requested to specify their availability date in the application form. Please note that only short-listed candidates will be contacted.

Reference Code : SVN/ID10/2010/041
Position Title : Project Assistant II (6 positions)
Duty Station : Aceh Besar, Langsa, Aceh Tengah, Lhokseumawe, NAD/Indonesia
(Successful candidates may be posted at any of the locations mentioned herein)
Classifications : Employee, Grade 5/S1
Estimate Starting Date : As soon as possible
Duration of Contract : 3 months with possible extension

General functions:

Under the guidance and direct supervision of the Team Leader and line supervision of the Project Manager, the Project Assistant II will provide technical support in the conduct and implementation of the project activities, specifically to the Support to the Consolidation of Police Reform in Aceh” project.

In Particular, he/she will:

- 1) Assist in organizing workshops and all project-related activities in relation to the “Support to the Consolidation of Police Reform in Aceh”project.
- 2) Assist in the development of plans and strategies for all the project components.
- 3) Assist Team Leader and other project consultants in the conduct of learning needs assessments for project activities, in coordination with partner agency.
- 4) Coordinate with relevant government official in relation to the identification of appropriate participants to the project activities.
- 5) Assist in facilitating workshops, training activities, community forums, and all project-related activities.
- 6) Assist in the development of Term of Reference for field assessment visits and ensure that filed visits are well planned and coordinated with relevant officials. During the conduct of filed visits, ensure that the Project Manager and Team Leader are regularly updated on the progress of project activities.
- 7) Prepare and submit to the Project Manager/Team Leader report of workshops, FGDs and filed visits conducted and all other project-related activities.
- 8) Assist the PM/Team Leader and all Project Consultants in the development of training plans and modules, including, but not limited to training materials and monitoring tools.
- 9) Assist in the identification of trainers that have the appropriate expertise in the topics to be disseminated.

- 10) Provide inputs in the preparation of project progress and completion reports for submission to donor agency.
- 11) Coordinate with guide the administrative and Finance assistant assigned to the project to ensure that all administrative and logistic arrangements for all project activities are carried out efficiently and effectively.
- 12) Liaise and closely coordinate with the INP and other relevant agencies to ensure that effective working relationship and information sharing channels with IOM are maintained.
- 13) Draft correspondence letters, briefing notes, and speech for the PM and the Team Leader, as necessary.
- 14) Provide technical assistance to other IOM projects as required.
- 15) Along with Project Manager, Team Leader and/or Project Consultants, represent IOM in Coordination meetings with relevant organizations and the government agencies and ensure that the minutes of meetings are prepared in a timely manner.
- 16) Provide translation support services to the police, in particular to the Project Manager, Chief of Mission and all international staff, during meetings or official functions as required.
- 17) Undertake other duties that may be assigned from time to time which are commensurate to the position.
- 18) Perform other duties and responsibilities assigned by Project Manager

Desirable Qualifications:

Diploma in development or management or, alternatively, combined experience and training in any of these fields. At least three year of experience in any of these fields, particularly in capacity building and training, project development and/or implementation, monitoring and evaluation. Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds.

Strong organizational and communication skills, detail oriented, committed, efficient and flexible. Ability to establish priorities and plans, ability to work under pressure and cope with often tight deadlines

Proficient in main computer applications, i.e. Microsoft Word, Excel, PowerPoint, Outlook and Internet. Excellent communication and interpersonal skills. Ability to work with minimum supervision and to lead and work effectively in a team.

Thorough knowledge of English and Bahasa Indonesia required.

IOM Mission in Indonesia

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