



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 **Operations Assistant II** according to the terms of reference below. Interested candidates are invited to submit their applications to recruitment-indonesia@iom.int not later than **30 August 2010 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/ID10/2010/043
Position Title : Operations Assistant II
Duty Station : Menado
Classification : General Service Staff, Grade 5
Type of contract : Special All Inclusive
Duration of contract : Three months initial contract, with possibility of extension

General Functions:

Under direct supervision of the Senior Operation Assistant and the overall supervision of the National Operation Officer, the incumbent will assist the Senior Operation Assistant to provide oversight, supervise and monitor the implementation of efficient coordination mechanism between relevant government agencies (mainly the Indonesian Immigration Department and the Indonesian National Police) and local government entities. The Operations Assistant II will be responsible in performing operations support functions. In particular, he/she will:

1. Maintain coordination with the INP (Indonesian National Police), Immigration Department and local authorities (Bupatis, Camats) in his/her areas;
2. 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 counselling and recreational and educational activities.
3. Visit Irregular Migrants and under take activities as indicated in the visit activity / work plan prepared in coordination with supervisor.
4. Provide counselling to Irregular Migrants on their option to continued stay in Indonesia or Voluntary return to country of origin.
5. Coordinate with the Medical and Psychosocial Coordinator to ensure that all Irregular Migrants are provided adequate and appropriate medical services, including psychosocial counselling
6. Regularly visit the other immigration and the police offices within his / her area
7. Provide ad-hoc support to local authorities in areas related to identification and handling of irregular migration;
8. Coordinate with local authorities to assist the intercepted migrants;

9. Escort the intercepted migrants to the assigned places;
10. Ensure needs of intercepted migrants are provided;
11. Manage the operational expenses;
12. Provide the activities report to the Senior Operations Assistant in Jakarta.
13. Perform other duties as may be assigned.

Desirable Qualifications :

University degree in economic, political, social science or business and counselling. At least three years of experience in any of these fields. At least three years of experience in any of these fields, particularly in dealing with migrants and trainings. Previous experience working with an international organization is an advantage.

Effective organizational skill and ability to establish priorities and plans, willingness to travel, ability to work under difficult conditions and cope with deadlines with minimal supervision..

Excellent communication skills, personal commitment, efficiency and flexibility. Good level of computer literacy. awareness of gender issues. Ability to work effectively and harmoniously in a team with colleagues from varied cultures and professional backgrounds.

Language: Fluency in English and Bahasa Indonesia both oral and written.