



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 I (Farsi Speaking)** 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/ID10/2010/044
Position Title : Operations Assistant I (Farsi Speaking)
Duty Station : Jakarta
Classification : General Service Staff, Grade 4
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 Operations Assistant, and the overall supervision of the National Operations Officer, the incumbent will be responsible for assisting the movements, translating from Indonesia to Farsi visa versa and other relevant project activities. In most instances, it is expected these activities will fall under the Service Areas of Care, Maintenance, and Assisted Voluntary Return for irregular migrants (IMs). In particular, he/she will:

1. Responsible for the care and maintenance of IMs under IOM auspices in his/her area of responsibility and in strict compliance of the agreed IOM Operational Guidelines.
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 accommodation facilities, basic personal supplies and toiletries, security and medical assistance, including psycho-social counselling.
3. Visit Irregular Migrants regularly and undertake activities as indicated in the visit activity / work plan prepared in coordination with supervisor. Prepare and submit reports of visit conducted to the Supervisor, copy furnished to National Operations Officer.
4. Provide venue either in IOM office or the hotel to discuss any issue raised in relation to the provision of basic services and other concerns deemed significant by Irregular Migrants.
5. Provide counselling to Irregular Migrants on their option to continued stay in Indonesia or Voluntary return to country of origin.
6. Coordinate with the Medical and Mental Health teams to ensure that all Irregular Migrants are provided adequate and appropriate medical services, including psychosocial counselling.
7. Identify hotels/accommodation that can provide sufficient services at reasonable & Coordinate with Hotel owners and relevant hotel staffs to ensure that accommodation for Irregular Migrants are within the agreed standard.

8. Mediate between Irregular Migrants and hotel owners in cases of dispute and ensure that issues are properly settled.
9. Review and ensure that payments for hotels, other service providers and local authorities are correct and necessary.
10. Coordinate with local authorities on Irregular Migrants activities in area of responsibility.
11. Coordinate with Senior Operations Assistant to arrange the transportation for IM's movement.
12. Escort IM's on the movement as required and ensure that specific duties as escort are carried out efficiently and effectively. Close coordination with operations officer is necessary for this task.
13. Ensure that all relevant staff is informed of any change in IM's status.
14. Ready to travel to the other places to assist the migrants at any time.
15. Coordinate with Senior Operation Assistant for handling resettlement and voluntary repatriation on IM movement to ensure accurate and updated IM statistics.
16. Perform other duties as may be assigned.

Desirable Qualifications:

Diploma in Farsi Language, management, Economics, Political, social science, or business and counselling. A university degree in any of these fields will be highly regarded. At least one to three years of experience in any of these fields, particularly as a Farsi Translator and in dealing with migrants and trainings.

Effective organizational skill and ability to establish priorities and plans, ability to work under pressure and cope with deadlines. Proficient in computer applications.

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

Fluency in Farsi and English both oral and written.

IOM Mission in Indonesia

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