



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Indonesia is looking **Training Clerk** according to the terms of reference below. Interested candidates are invited to submit their applications to **recruitment-indonesia@iom.int** not later than **21 September 2011 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/ID10/2011/044
Position Title : Training Clerk
Classification : General Service Staff, G3
Duty Station : Takengon, Indonesia
Type & Duration of contract : SAIC, 3 months, with possibility of extension.

General Functions:

Under the overall and direct supervision of the SEGA Project Manager (PM), he/she will be responsible for the following functions:

1. Provide simultaneous paper work and documentation-related to training, workshop, meeting and other related activities.
2. Assist in the planning, coordination and arrangement for successful conduction of mission events such as training, workshop, meetings, presentations, field visit and other activity.
3. In close coordination with Procurement and Logistic Assistant, arrange the venue, consumption, transportation for local participants and other accommodation that needed for any training, workshop, meeting, etc.
4. In coordination with Government and Partner Liaison Assistant, contact and distribute any invitation letter to related institutions or departments.
5. Collect hard copy and soft copy of all presentation material, activity report, photo report, attendance record, minute of meeting, copy certificates and other related documentation to be sent to Banda Aceh office for filing.
6. Maintain and update the database of Summary Report for Training, workshop and Meeting to be reported to Project Manager.
7. Maintain and update the tracking of activities schedule.
8. Perform such other duties as may be assigned.

IOM Mission in Indonesia

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

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Website : www.iom.or.id

Desirable qualifications:

Diploma degree in Business Administration, social sciences, social work, or languages or alternatively, a combination of related education and experience in this field. At least one year in Administration, event organizer, interpretation and/or translation work. Experiences in areas related to the work of humanitarian matters. Experience gained from working in the UN an advantage.

Proficient in computer applications. Proven ability to interact effectively with government official/local authorities is essential. Good drafting ability and communication skills, both oral and written to produce reports. Demonstrated ability to work in multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural background.

Thorough knowledge of English

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