



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

IOM Indonesia is looking for a Project Assistant II (Matching Grants Monitoring Assistant), according to the terms of reference below. Interested candidates are invited to submit their applications to recruitment-indonesia@iom.int not later than **3 October 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/ID10/2011/046
Position Title : Project Assistant II (Matching Grants Monitoring Assistant)
Classification : Employee, Grade 5
Duty Station : Takengon - Indonesia
Type & duration of contract: Special All Inclusive Contract, 3 months with possibility of extension

General Functions :

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Manager, the successful candidate will be responsible for assisting the implementation of IOM's matching grants for coffee businesses.

Within the "Sustainable Economic Growth for Aceh" - Bener Meriah and Aceh Tengah Districts" Project framework; the incumbent will be responsible for the technical oversight of the matching business grants to private businesses including the development of selection and disbursement mechanisms. S/he will assist to conduct business trainings and monitor the appropriate use of the grants. In particular he/she will :

1. Provide assistance to develop and oversee business selection criteria.
2. Assist to assess businesses in regard of asset value, capacity and growth ability
3. Monitor the Business selection process and coordinate with respective government and private stakeholder
4. Provide assistance to develop and conduct business trainings including: financial and administrative trainings, supply chain management trainings, language trainings related to the coffee trade etc.
5. Facilitate the access to credit for business owner.
6. Assist to develop business plans together with grantees. Support and monitor the implementation of these business plans.
7. Liaise with relevant government departments, the Aceh coffee forum, the chamber of commerce and other related stakeholders.
8. Provide support businesses to develop marketing strategies and facilitate local and national participation on fairs and trade shows.
9. Identify alternative existing or future business support facilities, such as grants or access to credit and support business to access them.
10. Coordinate all activities with the other parts of the project.
11. Prepare regular reports to the project manager.
12. Participate in training for farmers, cooperatives and the coffee forum
13. Perform other duties as may be assigned.

Desirable Qualifications :

University Degree in business administration, experience in training development, marketing of agricultural products and/or a combination of relevant trainings and with at least three years working experiences in related field. Strong background in business development and strong knowledge of the coffee sector of Aceh.

Have strong communications and negotiation skills. Strong interpersonal and organizational skills. Drive for results and effective resource management skills. Demonstrated track record in leading and working effectively with colleagues from varied cultures and professional background in order to achieve desired goals. Ability to manage workload within general schedule of work, instructions and standard practices. Strong team player, able to work with minimum supervision and maintain composure under pressure.

Advanced skills in MS-Office applications, experience in MS-ACCESS is an advantage.

Fluently in English and Bahasa Indonesia both verbal and written