



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Jakarta is looking for a **Consultants – Quarantine Support project (IQS)** according to the terms of reference below. Interested candidates are invited to submit their applications to recruitment-indonesia@iom.int not later than **16 September 2010** indicating the **reference code below and duty station in the subject heading**. 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/ID10/2010/047
Position Title : Consultant - **IQS**
Duty Station : Various Duty Station (Bali, Surabaya, Manado, Balikpapan, Tanjung Balai)
Duration of Contract: : One month with possible extension
Starting Date : Soon as possible

1. **Nature of the consultancy:** Engineering Services/Site Supervision

2. **Project:** Imigrasi Quarantine Support

3. **Location:** Various locations in Indonesia

4. **Tasks to be performed under this contract:**

- Supervise the layout of the land
- Supervise the construction works according to the approved design, bill of quantity, specification and work schedule.
- Monitor and supervise the day to day activities on site, following program/schedule as approved by the Project Manager
- Ensure that the quality of the material used in construction is up to required standards
- Maintain a daily logbook and submit it to the Site Coordinator on weekly basis
- Prepare and submit weekly progress reports to the Site Coordinator and the Project Manager
- Assist in the final and close-out inspection of sites in coordination with the Project Manager
- Represent the project in a professional and courteous manner whilst in the field
- Prepare the engineering drawings, Bill of Quantities and specification as required
- In close coordination with the Project Manager coordinate with local authorities concerning any problem generated during the course of implementation of the project
- Prepare Bid Analysis Summaries (BAS) according to IOM Procurement Procedures
- Identify bottlenecks during the project implementation and recommend solutions to the Project Manager.
- Finalize close-out inspection of construction works and prepare the handover documents in coordination with Project Manager
- Undertake other duties that may be assigned by the supervisor

5. **Tangible and measurable output of the work assignment.**

Prepare Bill of Quantities based on IOM standards. Days of site supervision. Quality assured according to IOM quality assurance and control plan. Successful hand over of finished construction according to specification

6. Realistic delivery dates and details as to how the work must be delivered.

Weekly reports shall be delivered every Friday COB. The consultant is obliged to be on site for the duration of his contract. The consultant must deliver on site supervision in person. The consultant is not permitted to subcontract the services.

7. Performance indicators for evaluation of results (value of services rendered in relation to their cost).

Bill of Quantities and technical tender documents developed according to IOM standards in English and Bahasa Indonesia. Days of site supervision. Quality assured according to IOM QC/QA procedures. Site completed within the timeframe agreed between IOM and the building contractor.

8. Remuneration and Term of Payment

Payments shall be done monthly after delivery of all weekly and the monthly report

9. Qualifications or Specialize Knowledge/Experience Required:

University degree in Civil Engineering and/or other closely related field. One to three years experience in infrastructure planning and construction.

Proven ability to interact effectively with government officials/ local authorities is essential. Ability to plan and organize own work; ability to establish priorities and undertake assigned tasks with minimum supervision.

Good drafting ability and communication skills, both oral and written to produce reports. Demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Able to work under pressure, and undertake frequent project related travels. Able to work during weekends and overtime.

Knowledge English is an advantage.

IOM Mission in Indonesia

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