



IOM International Organization for Migration  
OIM Organisasi Internasional untuk Migrasi

## OPEN TO INTERNAL CANDIDATES ONLY

International Organization for Migration (IOM) Indonesia is looking **Temporary Operations Assistant I** according to the terms of reference below. Interested candidates are invited to submit their applications to [recruitment-indonesia@iom.int](mailto:recruitment-indonesia@iom.int) not later than **07 December 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/ID10/2011/057  
Position Title : Temporary Operations Assistant I  
Classification : General Service Staff, G4  
Duty Station : Yogyakarta, Indonesia  
Type & Duration of contract : SAIC, two months with possibility for extension

### **General Functions :**

Under direct supervision of National Operation Officer and the overall supervision of the Senior Programme Coordinator the incumbent will be responsible for assisting the migrants, movements and the 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 he / she assigned 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 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 continue stay in Indonesia or Voluntary return to country of origin.
5. Implement tailored physic social programme activities for the irregular migrants ( IMS0 and ensure that the implementation of social and religious and educational/ vocational activities and the like , are culturally appropriate and fully respects the confidentiality of the information on the migrants
6. Assess psychosocial and protection needs and identify problems /gaps, risk and vulnerabilities including those related to gender and age. Propose / prioritise initiatives to reduce the risks and increase the resilience capacity within the IMs communities in detention and community settings.
7. Prepare and submit reports of visit conducted to the Supervisor, copy furnished to the Head of Office.

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#### IOM Mission in Indonesia

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

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8. Coordinate with the Medical and Mental Health teams to ensure that all Irregular Migrants are provided adequate and appropriate medical services, including psychosocial counselling.
9. Distribute basic supplies to IM's on agreed schedule.
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 the Head of Office is necessary for this task.
13. Ensure that all relevant staff is informed of any concerns of the IMs under IOM care.
14. Coordinate with Senior Operation Assistant for handling resettlement and voluntary repatriation on IM movement to ensure accurate and updated IM statistics.
15. Coordinate with colleagues regarding resettlement and AVR issues
16. Coordinate with Medical and Mental Health teams to ensure that all IM's are provided adequate services.
17. Undertake other duties that may be assigned from time to time which are commensurate to the position.

**Desirable Qualifications:**

Diploma in 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 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 English both oral and written.

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