



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 **IT Assistant**, according to the terms of reference below. Interested candidates are invited to send their application with the cover letter, CV and complete the Personal History Form which can be downloaded at <http://www.iom.or.id/loadpdf.jsp?lang=eng&pgs=pcmain&file=phform.xls> and submit to recruitment-indonesia@iom.int not later than **15 December 2011** indicating the reference code below as subject. All candidates are requested to specify their availability date and minimum three referees in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2011/058
Position Title : IT Assistant
Duty Station : Jakarta, Indonesia
Classification : Employee, G4
Type & Duration of contract: SAIC, 3 month with possibility for extension

General Functions :

Under the direct supervision of the Senior IT Assistant, the incumbent will be responsible for assisting in the maintenance, support and implementation of the IT Infrastructure in IOM Indonesia. In particular he/she will:

1. Provide onsite /remote end-user support to IOM Staff.
2. Assist in the monitoring and administration of LAN, Internet Connectivity and equipment.
3. Support in maintenance of present and upcoming ITC Equipment.
4. Implement configuration of desktops and laptops for IT Services based on the latest IOM ITC Standard.
5. Virus detection, removal and prevention for all systems. This will involve assurance of deployment of the latest Anti Virus signatures for data protection.
6. Support in the management of overall tracking system for the ITC Equipment Inventory.
7. Support in the administration and maintenance of the radio and telecommunication equipment.
8. Provide onsite end-user support to IOM Staff for helpdesk support when required.
9. Develop and implement when necessary, ITC training to end users to ensure productive use of existing and new systems.
10. Regularly report needs and progress on ITC Issues in his/her area of responsibility.
11. Perform any other duties as may be assigned.

Desirable qualifications:Education and experience :

- University degree in computer science or a combination of relevant education and professional experience, particularly in the areas of database management and programming.
- A minimum of 2 years progressive experience in networking environment (LAN/WAN) and Motorola VHF and Codan HF Network.
- Experience with Windows Server software (2003/2008) in a multi site environment, TCP/IP, MS Office, Antivirus Software and IT Utilities.
- Experience with HP/Compaq, Dell, IBM and Cisco Equipment.

Competencies :

a) Capacity to perform effectively under pressure and hardship conditions, excellent teamwork and communication skills, cross-cultural and gender sensitivity. Able to work with minimal supervision and demonstrate high level of initiative, perseverance and professional commitment to achieve high-quality results. Ability to handle confidential data in a professional, responsible and mature manner

Languages: Thorough knowledge of English

IOM Mission in Indonesia

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

Tel: +62 (21) 57951275 • Fax: +62 (21) 57951274 • E-mail: iomjakarta@iom.int

Website : www.iom.or.id