



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 **Project Administrative Assistant**, according to the terms of reference below. Interested candidates are invited to send their CV with the cover letter 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 **8 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/ID10/2011/059
Position Title : Project Administrative Assistant
Duty Station : Jakarta, Indonesia
Classification : General Service Staff, G5
Type & Duration of contract: SAIC, 3 month with possibility for extension

General Functions:

Under the direct supervision the Project Manager for the *'Management and Care of Intercepted Irregular Immigrants Project - Phase II'* and the overall supervision of the Deputy Chief of Mission, the incumbent will be responsible for providing administrative and financial assistance to the project team. In particular, he/she will:

1. Closely coordinating with the various departments of the IOM office, provide general administrative assistance to the *'Management and Care of Intercepted Irregular Immigrants Project- Phase II'*.
2. Assist the project's financial assistant(s) to record and monitor project expenditures and commitments.
3. Prepare purchase request forms and obtain necessary approvals from Project Manager and other relevant departments.
4. Prepare petty cash advances, carry out payments, collect and prepare supporting documents (receipts, receiving reports, attendance lists, expenditures breakdown etc) and settle cash advances.
5. Set up and maintain a project filing system for financial and other documents, such as copies of purchase requests forms, signed contracts, travel authorizations, security clearances, meeting notes, etc.
6. In coordination with the Human Resources department, prepare travel authorizations and security clearances for staff planning to undertake official travel.
7. Assist the Project Manager and other project staff with clerical matters, such as drafting letters, setting up meetings, taking meeting notes and preparing travel itineraries.
8. Organize flight tickets in coordination with the Operations department.
9. In coordination with the Procurement Department (fleet coordinator) ensure timely arrangement for vehicles and transport in line with operational needs.

10. In coordination with the Procurement Department, organize stationary and office supplies for project staff.
11. Provide logistics support to project meetings, trainings and events.
12. Coordinate closely and assist the activities of the International Project Engineer and the Imigrasi Liaison Officer at all times.
13. In coordination with Procurement department, distribute mobile phone bills to project staff and ensure prompt payment of all individual and personal calls.
14. In coordination with relevant departments, assist newly hired project staff with computer set-up, email, office space, security briefings, access cards, stationary etc.
15. Travel to and undertake administrative tasks in project sites as requested.
16. Perform other duties as assigned by the Project Manager and Deputy Chief of Mission.

Qualifications:

(Education, experience and personal qualities)

University Degree in Accounting or Business Administration or alternatively, an equivalent combination of relevant training and field experience. At least three to five years experience working in a similar role. Skills in project-related finance will be highly regarded.

Knowledge of IOM accounting systems (SAP), software and procedures are a distinct advantage. Ability to prepare clear and concise reports and to analyze and interpret source information and data. High level of computer literacy is required, particularly in IOM computerized accounting systems. Good knowledge of MS office, specifically EXCEL.

Good communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking. Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages: Thorough knowledge of English

IOM Mission in Indonesia

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