



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Jakarta is looking for **Senior Project Assistant** according to the terms of reference below. Interested candidates are invited to submit their applications to hrjakarta@iom.int not later than **22 December 2009** 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/ID10/2009/096
Position Title : Senior Project Assistant
Duty Station : Jakarta
Classification : Employee, G7

General Functions:

Under the guidance and supervision of the Programme Manager, Labour Migration Unit and the overall supervision of the Chief of Mission (COM), the incumbent will provide technical support to contribute to the enhanced capacity of labour migration management in Indonesia and enhanced protection for Indonesian labour migrants. In particular, he/she will:

1. Assist in the continued implementation of the PRM-funded project, "Promoting Effective Management of Labour Migration in Indonesia." The incumbent's duties include but are not limited to the following:
 - Coordinate and develop training seminars for Indonesian Labour Attachés and Consular Staff at various Embassies in receiving countries, Recruitment Agencies, community-based organizations (CBOs) and community leaders.
 - Conduct focus group discussions and workshops with community leaders, CBOs, recruitment agencies and local government.
 - Develop a new curriculum and training materials for migrants' pre-departure training, in coordination with the National Agency for the Placement and Protection of Migrant Workers (BNP2TKI), Ministry of Foreign Affairs, Ministry of Manpower and Transmigration, NGOs and civil society organizations.
 - Act as a trainer for training workshops with recruitment agencies and selected partner agencies from key destination countries.
 - Produce and disseminate information brochures to migrants and potential migrants on migrants' rights and obligations and assistance that can be sought when abroad.

IOM INDONESIA

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- Conduct a focus group session to identify challenges related to labour migration, with stakeholders from the Ministry of Foreign Affairs, Ministry of Labour, Department of Immigration, the Police, human rights organizations, and migrant community representatives.
 - Conduct a workshop on labour migration related topics for Labour Attachés and Consular staff from key destination countries.
 - Develop a country-specific curriculum and training materials for training of Labour Attachés and Consular Staff.
2. Liaise and coordinate with all relevant government agencies to ensure that effective working relationship and information sharing channels with IOM are maintained.
 3. Undertake monitoring of ongoing activities, review project performance and recommend appropriate interventions and strategies to improve project implementation.
 4. Provide technical assistance to other IOM projects as required.
 5. Assist in matters of fundraising and donor relations.
 6. Undertake duty travels as required by the Programme Manager.
 7. Prepare and submit to Programme Manager reports of project developments, as required.
 8. Represent IOM in coordination meetings with relevant organizations and government agencies and ensure that the minutes of meetings are prepared in a timely manner, when requested by the Programme Manager.
 9. Draft correspondence letters, briefing notes, as requested.
 10. Perform other duties as may be assigned.

Desirable Qualifications:

University Degree in development work, program management, or law, or alternatively, combined experience and training in any of these fields. Five years of progressive experience working with project/program activities. Experience working in a foreign funded project, particularly one involving labour migration and migrant exploitation, is a distinct advantage

Strong experience working with Ministries and Governmental institutions and senior representatives in charge of labour migration policy and implementation would be a distinct advantage as well as previous experience working in an international organization.

Excellent writing and analysis skills; Good interpersonal and communications skills. Proven ability to work with minimum supervision and work effectively in a team. Personal commitment, efficiency and drive for results. Proficient in computer

Fluent in English and Bahasa Indonesia.

Please note that this is the re-advertisement of the SVN/ID10/2009/083. Applicants who have previously responded to the advertisement No. SVN/ID10/2009/083 do not need to re-apply.