



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 **Project Assistant II**, according to the terms of reference below. Interested candidates are invited to submit their applications to hrjakarta@iom.int not later than **31 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/ID10/2009/097
Position Title : Project Assistant II
Classification : Employee, G5
Type of contract : Special All-Inclusive (unless existing contract is Regular)
Duration Contract : 3 months
Duty Station : Jakarta

General Functions

Under the direct supervision of the Programme Coordinator, the Project Assistant will be responsible for providing clerical, reporting and statistical preparation to the IOM liaison office in DIRGEN Imigrasi to assist the Regional Cooperation Agreement, in particular, he/she will:

1. Maintain regular liaison with Senior Officials at the Directorate General of Imigrasi with a primary focus on the Director of Enforcement and Investigation, the Assistant Directors all Imigrasi staff in these areas.
2. Represent IOM in meetings, if/when requested by the Programme Coordinator, and coordinate meetings, workshops and functions.
3. Draft correspondence for projects; compile agenda, minutes of meetings and related documentation.
4. Assist in developing training materials and delivering training as needed.
5. Prepare work plans and develop material needed to assist DIRGEN Imigrasi
6. Draft letters related to handling of irregular migration.
7. Compile data and monthly reports
8. Arrange reports about investigation results with information as provided by DIRGEN Imigrasi
9. Provide translations and interpretation as needed (English-Indonesian & vice versa) as needed.
10. Assist with draft Ministerial Regulation submissions concerning work related to IOM projects partnered with DIRGEN Imigrasi

IOM INDONESIA

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11. Undertake other duties that maybe assigned from time to time are commensurate to the position.

Required Qualifications:

University degree in Law, Economics, Political, Social science or Business and Counselling. At least three years work experience in any of these fields, Fluency in English and Bahasa Indonesia both oral and written. Proficient in computer applications. Familiar in arranging the training/capacity building.

Desired Qualifications:

Effective organizational skill and ability to establish priorities and plans, ability to work under pressure and cope with deadlines. Excellent written and spoken communications skills, good interpersonal skills, high loyalty, ability to work in a multi - cultural environment and good working in team. Ability to work with minimum supervision.