

SVN/ID1/2008/130-Senior Administrative Assistant to The Head of Office, Banda Aceh, NAD, Indonesia

Contributed by Administrator
Sunday, 09 November 2008

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

IOM is looking for 1 (one) Senior Administrative Assistant to the Head of Office Banda Aceh according to the terms of reference below. Interested applicants are invited to apply by submitting their application to hrbandaaceh@iom.int not later than 18 November 2008 indicating the reference code below and job title. All candidates are requested to specify their availability date in the application form. Please note that only short-listed candidates will be contacted.

Reference Code : SVN/IDI/2008/130
 Position Title : Senior Administrative Assistant to the Head of Office
 Duty Station : Banda Aceh, Nanggroe Aceh Darussalam,
 Indonesia
 Classification : Employee, Grade 6 Step 1
 Duration of Contract : 3 months with possible extension
 Estimated Starting Date : As soon as possible

General Functions:

Under the direct supervision of the Head of Offices (HoO) Aceh/Nias, the successful candidate will provide high level administrative and strategic support and assistance to the office of the HoO and will be responsible for ensuring the facilitation of smooth cooperation with relevant Government of Indonesia authorities in Banda Aceh/Nias. In particular, he/she will :

1. Provide support to the HoO for the overall management and administration of the Mission in Banda Aceh/Nias, including preparing high quality briefing materials and taking in charge of IOM's protocol matters.
2. Support the HoO in monitoring Aceh programs/projects and operations, as well as assist in undertaking initiatives toward the promotion of IOM image and activities in the region.
3. Provide simultaneous translation/interpretation from Indonesian into English and vice-versa to the HoO at all designated formal and informal meetings. In the course of carrying out these tasks, he/she will ensure that information exchanged in the course of interpretation and translations during these meetings are complete and accurate.
4. Translate documents, articles and data collected which are relevant to the work of the Aceh operations and to IOM in general. Ensure the security and confidentiality of information and documents dealt with.
5. Draft routine correspondence in connection with the projects and activities in Banda Aceh office.
6. Assist in the planning, coordination and arrangement of events such as seminars/conferences, meetings, presentations, including travel and hotel arrangements, and trip itineraries, when and where required.
7. Responsible for IOM Banda Aceh's archives and filing of relevant documents such as official correspondence, original contracts and documents; coming in and out of the HoO's office.
8. Facilitate contacts between the HoO and other staff based in Aceh or staff visiting the field offices and/or other parties as deemed necessary by the HoO.
9. Accompany the HoO on visits to field based projects and provide interpretation and translation and general coordination support as is deemed necessary to ensure the best use of time.
10. Conduct quarterly support visits to all Aceh based sub-offices in support of administration and national staff Human Resource issues with the authority of the HoO to represent and report as deemed supportive to field based operations.
11. Prepare and compile briefing/advocacy materials for donors, partners and international/local interlocutors.
12. Participate in official meetings and undertake travel as required.
13. Support the HoO in the preparation of reports and other regular narratives as requested.
14. Assist in developing and maintaining liaison with Indonesian governmental authorities and other governmental authorities in Banda Aceh/Nias that might be relevant to IOM's goals, with the aim of coordinating and facilitating the implementation of ongoing activities and promoting IOM Banda Aceh new activities
15. Receive, screen and register calls and mails for the office and forward it to the persons concerned.
16. Perform any other duties as may be assigned.

Desirable Qualifications:

Diploma in Secretarial Administration, or alternatively a combination of relevant training and experience at this level of management support.. Five years of experience in a senior role in administration and secretarial work. You will be comfortable with verbal interpretations from and to English to the highest level. You will have had experience dealing with senior Internationals.

Proven ability to interact effectively with government officials and local authorities. Excellent drafting ability and communication skills, both oral and written. Demonstrated ability to work in multicultural, multi ethnic environment and to maintain effective working relations with people of different nationalities and cultural background. High sense of responsibility and loyalty, strong organizational skills and the patience to deal with the many day to day challenges of a large operational office.

Experience in areas related to the work of humanitarian matters and previous work experience with IOM in Indonesia or other countries will be seen as a distinct advantage.