

DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

- 1. Country of Assignment:** Indonesia
- 2. Agency Name/ Host Institute:** International Organization for Migration (IOM)
- 3. Volunteer Category:** International UN University Volunteer
- 4. Number of Volunteers:** 1
- 5. Duty Station, Country:** Jakarta, Indonesia
- 6. Duration (in months):** 5 months
- 7. Expected Starting Date:** 24 September 2018
- 8. Living Conditions:**

The position will be based in the Jakarta, capital of Indonesia and home to the ASEAN Secretariat, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available.

All staple foods can be found in the markets, e. g.: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta. Jakarta has numerous good restaurants with good health standards.

Jakarta's climate is generally hot and humid, with the Indonesian wet and dry seasons dividing the year in two. Average temperature is in the upper 30°C range year-round, and the rainy season lasts between November and March.

The most used means of transportation are taxi or local bus. Mobile phone is the most reliable tool to communicate with colleagues and friends. Internet service is readily available at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

For more information about Jakarta and Indonesia, please refer to the Economist Intelligence Unit (EIU) Country Reports site. This will give you key information to better understand your environment.

9. Assignment Place / Type: Family Duty Station

Assignment Place Remark: UN University Volunteer assignments are always without family.

Assignment Details

10 Assignment Title: UN University Volunteer in Corporate Responsibility

11. Organizational Context & Project Description:

In the globalized economy, migrants make up important parts of the labour force in international supply chains. While the migration experience often leads to positive outcomes for workers and their families, many prospective migrants are subjected to unethical recruitment practices that may include excessive fees, low wages, unreasonable physical demands or excessive time spent in remote locations. Migrant workers are therefore vulnerable to abusive and exploitative recruitment and employment practices which places them among the estimated 11.7 million people in the Asia-Pacific subjected to various forms of forced labour. IOM's Corporate Responsibility in Eliminating Slavery and Trafficking (CREST) initiative identifies businesses as a critical partner in the fight against modern slavery and forced labour, with the private sector offering unique skills, knowledge and market leverage.

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Operational in Indonesia for nearly 40 years, IOM Indonesia is one of the largest IOM missions in the world, with over 300 staff members located across the country and working on a wide range of activities in partnership with the Government of Indonesia, civil society, and the donor community. IOM Indonesia works in 6 broad areas of migration management, including: Migrant Assistance, Counter Trafficking and Labour Migration, Emergencies and

Community Stabilization, Immigration and Border Management, Migration Health, and Resettlement and Voluntary Return.

12. Sustainable Development Goals: 8. Decent Work and Economy

Growth

13.UNV Focus Area: Securing access to basic social services

14.Task description

Under the direct supervision of National Programme Coordinator of the Counter Trafficking and Labour Migration Unit, the UN University Volunteer will undertake the following tasks:

- Provide support and assistance to the National Programme Coordinator for Counter Trafficking and Labour Migration (CT/LM) for the timely start-up of the various phases or components of the CREST initiatives.
- Support the development, planning and design of knowledge and communication materials and research initiatives that are foreseen in the CREST initiatives and work plans.
- Assist the development of and resource mobilization for new projects by selecting and summarizing background information, assessing the local context for the planning and administration of individual projects, and drafting of project proposals.
- Assist in developing relationships and maintaining liaison with IOM partners and potential clients of CREST Initiative, such as private sector entities, business groups, chambers of commerce, private sector foundations, any other concerned agencies and working groups.
- Assist follow up on logistical and administrative arrangements, cooperate with private sector and government authorities.
- Participate in coordination meetings between IOM and relevant partners or clients, prepare minutes of meetings in a timely manner.
- Undertake duty travel relating to project assessment, liaison with counterparts, problem solving, and new project development, as required.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

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15. Results/Expected Outputs

- Timely and quality support to preparing and organizing outreach to potential partners and clients in the CREST initiatives in Indonesia.
- Timely contributions to the implementation of CREST initiatives in Indonesia.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications / Requirements

16. Education – Required Degree Level:

Secondary Education

Additional Comments: Currently studying towards a degree in Social or Political Science, Business Administration, Law, Migration, International Development, Human Rights, or other relevant fields will be an asset.

17. Type of degree: N/A

18. Required Experience: minimum years of experience: 0

19. Experience Description:

- Demonstrated interest and/or experience (up to 2 years) in corporate sustainability, corporate social responsibility, human trafficking, labour migration, or ethical recruitment;
- Knowledge of and commitment to gender equality and human rights an asset;
- Previous experience in liaising with the private sector, governmental and diplomatic authorities, as well as with international institutions an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions.

20. Language Skills: Fluency in spoken and written English is required, and knowledge of Bahasa Indonesia is an asset.

21. Areas of Expertise: Business management, marketing and tourism

22. Need Driving License: No

23. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

24. Conditions of Service:

The duration of your assignment is 5 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$961. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>).

Furthermore, UN University Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable).

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Name of Hiring Manager: Mr. Patrik Shirak

Title, Department: Programme Support Officer, Counter Trafficking and
Labour Migration Unit, IOM Indonesia

Date: 15 February 2018



Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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