



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Reference No. : CFCV/ID10/2021/061
Position Title : School Readiness Teacher (On-Call)
Duty Station : Tangerang & Batam
Organization Unit : Migration Health Division
Classification : General Services, Un-Graded
Type of Appointment : Special Short-Term contract (with possibility of extension)
Report to : Programme Assistant III (MHPSS) (Region)
Estimated Start Date : As soon as possible
Closing Date : 17 September 2021

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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.

IOM is committed to a diverse and inclusive environment and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates. *Applications from qualified female candidates are encouraged.*

Context:

Operational in Indonesia for more than 40 years, IOM Indonesia is one of the largest IOM missions in the world working on a wide range of activities in partnership with the Government of Indonesia, civil society, private sector actors, migrants and communities. IOM Indonesia is engaged in several thematic areas, including: Counter Trafficking and Labour Migration (CT/LM), Disasters, Climate and Resilience (DCR), Immigration and Border Management (IBM), Migrant Assistance, Migration Health, and Resettlement and Voluntary Returns.

IOM Indonesia aims to improve the quality of care for refugees and asylum seekers referred to IOM by the Government of Indonesia according to applicable international humanitarian and human rights standards. IOM also contributes to the increased protection of vulnerable subgroups of displaced persons, such as unaccompanied migrant children (UMCs), victims of sexual and gender based violence, pregnant women, and the elderly, among others, through the establishment of referral mechanisms involving the active participation of specialized state and non-state service providers.

Under the direct supervision and overall supervision of Program Assistant III in Tangerang and Batam, the incumbent will implement educational activities to get school-age children ready to attend formal or non-formal schools. Indonesian Education Authorities both in national and local level stated that completion at school readiness program for children is one of the mandatory requirements for those who wish to enroll primary and secondary education during transit in Indonesia. The incumbent of this position will also responsible in providing non-formal/informal education including Bahasa Indonesia language preparation and cultural orientation for the children under its care, to prepare the children to attend public school as part of IOM commitment.

Responsibilities and Accountabilities

1. Identify, modify or develop appropriate curriculum, syllabus, and lesson plan for refugee children that in line with national standard, which addresses important areas of children's readiness for school, comprises: Language and communication, literacy, cognitive development and general knowledge, social and emotional development, motor development, attitudes toward learning and so on;
2. Coordinate with MHPSS staff at the respective location for class arrangements;
3. Carry out learning sessions of school readiness in both Bahasa Indonesia and English on regular basis to equip refugee children with certain skills required for children can better adapt at school;
4. Establish mechanisms to periodically monitor student's improvement especially level of knowledge acquirement on each subject, includes feedback to be given to their parents as well as Assess and evaluate children's readiness for school;
5. Provide the recommendation to IOM on children who are appraised ready for school;
6. Support refugee children for additional required school subjects including discussion on school homework and related tasks to ensure that children can adapt and perform in school;
7. In collaboration with IOM Staff, provide briefings to children and held parents meeting for those going to enroll in formal school;
8. Provide monthly report consisting of a brief description of activities, progress, challenges, attendance list, and photos;
9. Undertake other duties that may be assigned from time to time that is commensurate to the position.

Required Qualifications and Experience

Education

- Bachelor's Degree in relevant subject matter or obtained specific degree in teaching with two years of relevant work experience, preferably in teaching children; or
- Completed High School from an accredited academic institution, with four years of relevant professional experiences.

Experience

- Indonesian national with good knowledge and experience in project implementation and operations;
- Progressive experience in capacity building projects;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organizations in a multi-cultural setting is an advantage.

Skills

- Familiar with national education system and national curriculum;
- Capable in develop syllabus, curriculum and lesson plan or module;
- Able to deliver course in both in English and Indonesian language;
- Maintains confidentiality and discretion in appropriate areas of work;
- Proven ability to operate basic computer application (Ms. Word).

Languages

- Fluency in **English** and **Bahasa Indonesia**, both written and spoken.
- Proficiency in language spoken by migrants (Arabic, Farsi, Tamil, etc) is an advantage

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Value

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core competency - behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is **subject to funding confirmation**.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

IOM applies local United Nations Salary Scale.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date
- b) Complete the Personal History Form which can be downloaded at the following link: <https://indonesia.iom.int/sites/indonesia/files/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application through by email to rindonesia@iom.int, indicating the reference code above (**CFCV/ID10/2021/061**) as subject and **preferred location**. The deadline for applications is **17 September 2021**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

Only applicant who meets the above qualification will be considered

Posting period:

From 03.09.2021 to 17.09.2021