

Job Vacancy Announcement

Reference No:	012
Project:	The Centres for Migration and Development (ZME)
Position:	Junior Advisor for Centres for Migration and Development (ZME) in Bandung
Location:	Bandung
Expected to join:	ASAP
Reporting to:	Senior Advisor

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements the Centres for Migration and Development (ZME) on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ) to support people throughout the entire migration cycle. This includes supporting regular migration for work and education, regional migration, voluntary return, and socioeconomic reintegration.

About the project

The Junior Advisor supports the implementation of the Program Centres for Migration and Development (hereinafter ZME), The scope of work is based on the objectives of the Centres for Migration and Development in Indonesia which is to serve as advisory centres for people who want to migrate regularly to Germany, Europe or within their region to work or take part in professional development. Besides to support people throughout the migration cycle, the advice they receive from the centres is intended to enable them to make informed and conscious decisions about migration. The centres will conversely also continue to advise people who have returned from Germany, Europe, or other countries, and who need local support with social and economic reintegration. The advisory centres will place a particular emphasis on assisting women. In addition to general advice, these centres direct people interested in migration to specific activities that prepare them for legal migration relating to work and professional development.

GIZ is recruiting 1 (one) Indonesian applicants as:

Junior Advisor for Centres for Migration and Development (ZME) in Bandung (Job Title in SAP: Junior Advisor Knowledge Management)

A. Core Tasks

In your role, you support the officer responsible for the commission in implementing the technical, content-related and organizational aspect of the commission. In consultation with your line manager, you collaborate on planning and steering tasks and on monitoring the activities and measures. You also respond promptly and competently to matters that fall within your assigned thematic area, where applicable in consultation with experienced specialists, and following consultation remain available to answer further enquiries.

You may be assigned individual tasks in connection with project administration and project implementation. You participate in the conceptual design of the project, in particular in the

modification or realignment of the project. You provide technical and substantive contributions to overarching issues in cooperation with commissioning parties/clients, partners and other actors and thereby support strategy development.

In coordination with the country director and your line manager, you also use your contact for the acquisition of job orders on behalf of the company. Working with experienced specialists you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act with due regard for compliance rules and P+R. You deal with the matters and job orders assigned to you with due regards for all the legal, contractual, socio-political and corporate policy requirements and the instructions of your line manager and follow up the processing and completion of those tasks.

Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

In addition, you deal with all associated matters in your thematic area promptly and competently.

You provide support for knowledge management and ongoing process development in your area of responsibility. You also prepare and share documentation.

You perform the tasks assigned to you by your line manager, where required.

B. Main Activities

- Support the strategic set-up of the fields of action in close coordination with the ZME Team in Indonesia and the HQ. Establishing format of advice in the fields of regular migration for work and education, regional mobility and socio-economic reintegration of Indonesian Migrant Workers.
- Establish professional relations and enhance of strategic partnerships with relevant political and operational partners including state actors, civil society, NGOs, recruitment agencies, think-tank organizations, community leaders and private sector towards program's objectives.
- Supporting the establishment of Advisory Centre in the city of Bandung for people interesting in migrating regularly to Germany, Europe or other countries of destination as well as for the returnees. Ensure the provision of appropriate counselling to prospective migrant workers and returnees including psychosocial support, pre-departure and pre-integration orientations.
- Professional Advising and Consulting on provincial level. The Junior Advisor coordinates with Advisors at provincial and national level on the design and implementation of services to the beneficiaries and partner institutions of the programme/field of action based on profound needs analyses. Is responsible for continuous management of partner relations including evaluating relevant political topics and themes together with partners..
- Networking and cooperation, The junior advisor maintains regular contact and dialogue with partners, assists with PR work and cooperates with local communities, relevant organisations, civil society, non-governmental agencies, individuals in the programme environment and with other programmes/projects to improve and maintain good working relationships.

- Knowledge management The junior advisor supports the development of ready-to-use strategies and technical concepts, including guidelines manuals and procedures. Draws up reports and presentation documents. Prepares appropriate input for various programme reports including annual reports and contributes to the other reports as required by the HQ.
- Assist the Cluster Coordinator and Country Director on overarching issues related to the implementation of GIZ corporate strategy (eq. Vision 2028)
- Where appropriate and reasonable, the position holder is willing to perform tasks outside on the job description

C. Qualifications and specialist knowledge

Qualifications

- Advanced university degree in related field with labour migration and sustainable development;
- Minimum of 3 years of work experience, of which at least 1 years of professional experience in international development project;
- Proven experiences in the field of labour migration;
- Proven experiences in knowledge management in general
- Experienced in capacity development activities, both for government and non-government actors;

Duty Station: Bandung

Joining Date: ASAP

Direct Supervisor: Senior Advisor

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **December 4th, 2024** with subject line **ZME JrAdvisorBandung**

Please name your file as follow format:

[Your Complete Name]_[Motivation Letter/CV/Latest Education Certificate] (i.e: *Nakula Sadewa_CV* or *Nakula Sadewa_Motivation Letter* or *Nakula Sadewa_Reference*)

Only short-listed candidates will be notified.