



Refugee and Asylum Seekers Information Centre

Easing the burden for people fleeing persecution



@raicindonesia
www.raicindonesia.org
admin@raicindonesia.org

Position: Administrator

Pre-requisite: Lived experience of displacement or as a refugee/asylum seeker community member living in Indonesia.

Location: Jakarta, Indonesia. Travel not necessary.

Employment type: Full Time (40 hours per week). Ongoing with 3-month probation period.

Reports to: Executive Director

Are you a refugee community member in Southeast Asia? Do you believe refugee led organisations (RLOs) are central to our future and to solutions for refugee communities? Do you have experience in office administration, networking, stakeholder engagement and program coordination? If you answered yes to these questions, you may be the perfect person to join our small group of dedicated advocates from refugee and non-refugee backgrounds.

About the Organisation

Refugees and Asylum Seekers Information Centre is a Refugee-Led Organisation (RLO) founded in 2017 in Jakarta, Indonesia. We provide support to refugee community members across Indonesia through the provision of basic needs, basic healthcare and information. Until last year we were 100% volunteer-run, however due to recent funding opportunities we are looking for motivated, hard-working, responsible people to join us as paid staff members. Current volunteers and staff live and work across Indonesia, Australia, the United States and Canada. Please see our website for additional information: www.raicindonesia.org.

About the program and the role

This role is newly created to support and assist across all programs and the RAIC Directorate. To be successful you will bring broad-ranging organisational, coordination, networking and communication skills, your lived experience and ideas, and a willingness to learn and contribute. You will be part of a small team working hard to develop and grow our programs.

Duties include, but are not limited to:

- Organising and taking part in internal and external meetings;
- Data entry and maintenance of data;
- Assisting with:
 - preparation of program reports
 - preparation of program documentation



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- human resources processes
- monitoring and evaluation activities
- communications and content development
- website administration
- fundraising and grant activities
- Other duties as agreed.

Role requirements – Essential

- A current refugee community member in transit;
- Good written and oral communication skills in English and one or more other languages (Farsi/Dari, Arabic, Somali, Sudanese);
- Experience using Microsoft Office – Word, Excel, Teams, Sharepoint, Outlook, etc;
- Reliable internet access (some costs covered) and ability to join online meetings.

People skills - Desired

- Experience in refugee led organisations and/or grassroots community programs;
- Experience working with volunteers from a variety of professional, educational, cultural and language backgrounds;
- Ability to interact with our networks, stakeholders and partners, including potential donors;
- Integrity and discretion in handling private and confidential matters;
- Open, motivated, interested to learn and develop your skills;
- Ability to work independently.

Administrative skills - Desired

- Ability to work to deadlines and schedules;
- Logical, organised, and able to structure your own work ;
- Basic knowledge of or willingness to learn new skills to support the team.

How to apply

Applications can be submitted through [this online form](#). We look forward to hearing from you.

If you have any questions, please email communications@raicindonesia.org.

Deadline: Applications close 11.59pm (Jakarta time) Sunday 27th February 2022