

Vacancy Announcement

Position: Consular Staff/Social Secretary

Number of Posts: 1

Job Type: Full Time

Job Location: Jakarta

Salary Scale: US\$ 730-35X5-905.

Job Specifications:

- Consular /secretarial/translation/executive support/ coordination related jobs of the Embassy.
- Other jobs like protocol, event management etc. or any other jobs as and when assigned by the office.

Qualifications Required:

Education:

- At least a Bachelor degree on any discipline from any reputed university is required.

Working Experience:

- Fresh graduates having excellent academic records can apply.
- Applicants with working experience in any local diplomatic missions in same position or any other positions will be given preference.

Skills, abilities and conditions:

- Administrative and computer skills, including use of Microsoft Office Suite and other common office software, web and social skill.
- Ability to monitor public media.
- Competence in data and information analysis and compiling.
- Excellent interpersonal communication and coordination skills.
- Competence in an executive support or coordination role and highly developed administrative and support skills.
- The ability and desire to work both independently and as part of a team.
- The willingness to be well motivated, well-disciplined and strictly follow the regulations, requirements and instructions of the Embassy.
- Well motivated to work on off hour when necessary.
- High level organisational and interpersonal skills, including the ability to work under pressure in a busy environment and to exercise good judgment
- The willingness to be well disciplined and strictly follow the regulations, requirements and instructions of the Embassy.
- Demonstrated ability to liaise effectively with government organisations, foreign missions and private sector organisations.
- Knowledge of political, social and business environment of Indonesia and awareness of protocol issues.
- Ability to work with limited supervision and a high degree of initiative directed at achieving results.
- Applicants should stay within one hour distance from the Embassy.

Language Skill:

- Excellent command in English and Bahasa Indonesia in listening, speaking, reading and writing.
- Good translation skills (from English to Bahasa and vice-versa) and efficiency in proofreading.

Age Limit: Maximum 30 years old on **21 July 2024**

Health Conditions: Without any ongoing infectious, cardiovascular and cerebrovascular diseases or other major health conditions that may affect the normal functioning as the Embassy's staff.

Social Record: No history of public offences.

Location of stay: Jakarta, within 30 minutes commuting distance to the Embassy

Submission Instructions:

- **Only Hard copies of the documents will be accepted. No online submission is accepted.**
- No submission will be accepted after the expiry of the deadline
- Incomplete application will be disqualified for the chance to enter into next stage of selection process.

Documents required:

- A formal Application for the specific post.
- Curriculum Vitae
- Copy of National Identity Card
- Academic transcript
- Health report by a registered doctor
- Personal Statement
- Experience certificate/certificates (Optional)

Applications to be addressed to:

Head of Chancery, Embassy of the People's Republic of Bangladesh, Jl. Jaya Mandala Raya No.93 Menteng Dalam, Tebet, Jakarta Selatan 12780

Last date of submission: 21 July 2024

Notification:

- Applicants who are eligible to enter into the next stage of application will be notified in due course.
- Inquiries in any form by applicants about application status are hugely discouraged by the Embassy.