



Embassy of the People's Republic of Bangladesh in Jakarta
Jl. Jaya Mandala Raya No. 93
Menteng Dalam, Tebet, Jakarta Selatan 12780
Tel: (62-21)-22835476, (62-21)-22835477
Fax: (62-21)-28543765
Email: mission.jakarta@mofa.gov.bd

Vacancy Announcement

Position: Messenger

Number of Posts: 1

Job Type: Full Time

Job Location: Jakarta

Salary Scale: US\$ 455-30*5-605

Office: Embassy of the People's Republic of Bangladesh in Jakarta.

Job Specifications:

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner. Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner. Processes outgoing mail.
- Other jobs like protocol, event management etc. or any other jobs as and when assigned by the office.

Qualifications Required:

Education:

- At least a Senior High School passed or equivalent degree.

Working Experience:

- Fresh Senior High School or equivalent degree having good 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 and abilities:

- Excellent verbal and written communication skills are essential for this role. Ability to convey information clearly and effectively, both in person and through electronic communication channels.
- Able to pay close attention to details is crucial, as you will be responsible for accurately delivering messages and distributing important communications. Any errors in communication could have significant consequences, so meticulousness is a must.
- Able to prioritize tasks, manage time effectively, and stayed organized. Need to have multiple deliveries and communications to handle simultaneously, so being able to plan and prioritize your workload is vital.
- Maintain the highest level of professionalism and confidentiality at all times, ensuring that sensitive information remains secure and protected.

Other Required Qualifications

- A valid driver's license and a reliable vehicle with its registration letter(STNK) for travel between office locations or external partners, as required.
- Familiarity with electronic communication tools and platforms, such as email and instant messaging applications.
- Proven ability to handle confidential information with discretion and maintain professionalism in all interactions.



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- Previous experience in a similar role or a customer service-oriented position is preferred, but not required.

Language Skill:

- Excellent command in English and Bahasa Indonesia in listening, speaking, reading and writing.

Age Limit: Maximum 30 years old on 15 March 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
- A valid driver's license and vehicle's STNK
- Experience certificate/certificates (if any)

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: 15 March 2024

Notification:

- Applicants who are eligible to enter into the next stage of application will be notified in due course.
- No notification from the Embassy within one month after the deadline can be considered as refusal.
- Inquiries in any form by applicants about application status are hugely discouraged by the Embassy.