



USAID | INDONESIA

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USAID Notice No. 145-2009 Dated October 26, 2009
ADMINISTRATIVE ASSISTANT, FSN-7

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: **Administrative Assistant, FSN-7**

OPENING DATE: October 29, 2009

CLOSING DATE: November 11, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7. Salary generally starts from Rp.6,480,853 per month depending on qualifications, experience and salary history

The U.S. Agency for International Development/Executive Office, Human Resource (EXO-HR) is seeking an individual for the position of **ADMINISTRATIVE ASSISTANT**, located at Jl. Medan Merdeka Selatan 3-5, Jakarta, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent will provide support to Mission staff and contractor personnel. The incumbent provides support with processing work permits, visas, stay permits, ID Cards, IMTA (Izin Memperkerjakan Tenaga Asing) and SKLD (Surat Keterangan Laporan Diri); provide administrative support for the office of Human Resources as a back up HR Assistant and HR Travel Assistant in their absence.

QUALIFICATIONS REQUIRED:

At a minimum, applicant must have the following:

1. Completion of three years diploma or college is required.
2. Minimum three years of progressively responsible experience in administrative, office management or Human Resources related field.
3. Level III (Good working knowledge) of English and Level IV (Fluent) Bahasa Indonesia is required.



SELECTION CRITERIA:

In addition to the above criteria relating to education, experience and language proficiency, the following criteria will also be used to evaluate applicants:

1. Good interpersonal, communication and customer service skills.
2. Proficient word processing, presentation, spreadsheet and other computer applications; as well as typing skill.

SUBMIT APPLICATION TO:

USAID Human Resources Office
Attention: EXO/Human Resources Office
c/o American Embassy, Jl. Medan Merdeka Selatan 3-5, Jakarta Pusat
E-mail: jkthrd@usaid.gov
Fax: 62-21-3860336

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: November 11, 2009

For more vacancies, please visit <http://indonesia.usaid.gov>

**Employment Opportunities (USAID)
Indonesian Citizens**

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, OF-612; or a current resume or curriculum vitae that provides the same information as an OF-612; and
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above); and
3. A cover memo describing how you meet the qualifications requirements described above.