



**EMBASSY OF DENMARK**  
Jakarta

**VACANCY**  
**ADMINISTRATIVE OFFICER**  
**EMBASSY OF DENMARK IN JAKARTA**

<b>Position:</b>	Administrative Officer
<b>Type of employment:</b>	Full time, 37 hours' week, employment on a one-year local contract with possibility of extension.
<b>Starting date:</b>	As soon as possible
<b>Salary range:</b>	Basic gross annual salary IDR 132,000,000 (with possibility of additional monthly allowances for special qualifications and functions)
<b>Location:</b>	Danish Embassy in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950
<b>Deadline for application:</b>	30 April 2024

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Do you thrive in an active and dynamic workspace that gives you all the responsibility you can handle?

Are you proactive and do you possess excellent organisational, administrative and intercultural skills?

Can you juggle several enquiries, at the same time be meticulous, and pay attention to detail?

Then YOU might be our new colleague. The Embassy of Denmark is looking for an Administrative Officer preferably with experience from other foreign embassies or international organisations, but it's not a requirement.

The Embassy of Denmark is a high-paced and dynamic Embassy that offers an informal and flexible working environment. We are ambitious with a clear goal of delivering results and boosting Denmark's relationship with Indonesia. You will be involved in many different activities ranging from IT support and setting up workstations, assisting the financial officer, assisting on HR related tasks, facility management to maintaining inventory lists and handling mail and cargo

**Key responsibilities include but are not limited to:**

- IT – super user, setting up workstations etc.



- Economy and Finance – assist in procurement and contract management and bookings in financial systems
- Human Resources (HR) related tasks
- Facility management
- Administration - inventory lists and handling of mail and cargo
- Ad hoc tasks

### **Qualifications and competences required:**

- Bachelor's degree (fx. IT, Finance or administration)
- Preferably experience as an Administrative Assistant
- Experience from working with foreign missions or international organisations / companies is an advantage
- Fluency in written and spoken English and Bahasa Indonesia
- Proficiency in MS Outlook, Word, Excel, PowerPoint and good knowledge of IT
- Willingness and ability to take personal ownership and responsibility
- A strong sense of accuracy and attention to detail
- Ability to handle stressful situations and prioritize multiple projects within tight timelines
- A positive, open-minded and pro-active approach to new and varying tasks
- Team player, well organized, responsible, flexible and loyal
- Excellent planning and organizational skills

### **What we offer:**

The Embassy is offering a two-year contract with the possibility of extension in accordance with regulations for local staff at the Embassy of Denmark in Jakarta. Your salary will reflect your qualifications, relevant experience and proven work-related results. Basis gross annual salary is 132,000,000 IDR with possibility of additional monthly allowances for special qualifications and functions. In addition, it is possible to receive a performance based bonus.

We would like you to start at as soon as possible (subject to security approval).

### **Application and recruitment process:**

Please send your application, (cover letter, photo, CV and recommendations - no other documents required) by e-mail to: Embassy of Denmark, E-mail: [jktambvacancy@um.dk](mailto:jktambvacancy@um.dk) - marked 'Admin. Officer' no later than Tuesday 30 April 2023.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right



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to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Kindly note that only short-listed candidates will be contacted.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

### **Questions**

For any questions regarding this position, please contact Consul/Head of Administration, Randi Baad Mårtensson ([ranmar@um.dk](mailto:ranmar@um.dk)).

### **About us**

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>