



Executive Assistant to Minister Counsellors Economic and Political Department of Foreign Affairs and Trade, Australian Embassy Indonesia

Position Reference: 20223

Level 3: IDR 11,944,212 per month.

Department of Foreign Affairs and Trade

Ongoing, Full-Time

Our ideal candidate

We are looking for the ideal candidate that possesses the required qualification and skills specified in the attached position description

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. We seek greater diversity in our workforce.

What we offer

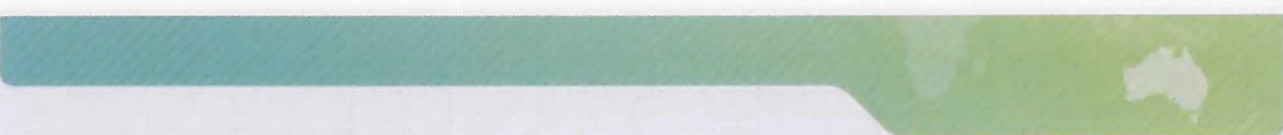
- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work at the heart of Australia and Indonesian bilateral trade relations
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions

How to apply

Submit your online application through [DFAT Job List – Local Engagement page](#) by no later than **Tuesday, 10 December 2024 at 11.30 pm (Jakarta time)**. As part of your application, you need to complete an online application which includes an essay (Application Response) of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity.

We will only process applications submitted through [DFAT Job List – Local Engagement page](#). Applications submitted through other procedures will not be progressed.

Tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy Indonesia, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In short – why should we hire you?



Try not to duplicate information that can already be found in your employment summary, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

All queries relating to job applications should be directed to Recruitment Officer via email jakartajobapplications@dfat.gov.au

No phone enquiries will be taken and only short-listed applicants will be notified.

Things to note

Australian Embassy Indonesia employees are expected to adhere to the Locally-engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

Advancing the interests of Australia and Australians internationally





LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	20223
POSITION TITLE	EA to Minister Counsellors Economic and Political
CLASSIFICATION	LE3
SECTION	Executive
REPORTS TO (TITLE)	Minister Counsellors Economic and Political

About the Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality development program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.


About the position

Under general direction, the Executive Assistant to the Minister Counsellors will provide administrative support to senior Embassy staff, including assisting with events and high-level visits on a regular basis. The ideal candidate will enjoy working in a fast-paced environment where no two days are alike.

The key responsibilities of the position include, but are not limited to:

- Manage the offices of the Minister Counsellors including calendar management and ensuring the effective flow of information
- Arrange appointments for the Minister-Counsellors, issue invitations and accepting RSVPs
- Assist in preparing correspondence and coordinating briefs and reports
- Translate and interpret documentation between Bahasa Indonesia and English as required
- Arrange travel, accommodation and transport logistics and prepare acquittals
- Assist with the coordination of events including planning, organising and preparations for representation functions
- Respond to general enquiries from government officials, general public and the diplomatic corps
- Maintain a corporate database of contacts and electronic data records management system (EDRMS)
- Build and maintain networks with a wide range of internal and external stakeholders including national and provincial government agencies, non-government organisations and other relevant local and international organisations,
- Assist with the management of representation funds
- Work as part of a team with Executive Assistants for Head of Mission & Deputy Head of Mission

Required Qualifications/Experience/Knowledge/Skills

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- Ability to manage an office of a senior executives. Proven experience and skills in performing a variety of administrative work, especially in general office services.
 - Ability to develop and maintain an extensive range of high-level contacts;
 - Proficiency with computers and ability to administer a database.
 - Demonstrated ability to work at own initiative and to exercise independent judgement.
 - Strong organisational skills, ability to handle and prioritise multiple tasks whilst maintaining attention to detail.
 - Excellent communication skills. Fluency in written and spoken English and Indonesian and a demonstrated ability to prepare correspondence.
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