



EMBASSY OF THE REPUBLIC OF INDONESIA IN BEIRUT
سفارة جمهورية إندونيسيا في بيروت

ANNOUNCEMENT JOB VACANCY



APPLY HERE



DEADLINE: 17 SEPTEMBER 2025 - 5 PM

1 (ONE) AVAILABLE POSITION

Local Staff focusing on
secretarial work and
supporting Political and
Economic Affairs at the
Embassy of Republic
Indonesia in Beirut

Website: kemlu.go.id/beirut



IndonesiainLebanon



IndonesianEmbassy in Lebanon



KBRIBeirut



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EMBASSY OF THE REPUBLIC OF INDONESIA
BEIRUT - LEBANON

JOB VACANCY
551/KP/08/2025

The Embassy of the Republic of Indonesia is offering 1 (one) position as a local staff focusing on secretarial work and supporting for political and economic affairs with two-year contract (extendable upon evaluation).

The details of the vacancy are as follows:

A. Qualifications:

1. Male or female;
2. Maximum 35 years of age;
3. Indonesian/Lebanese/other foreign nationals
4. Holder of Lebanese residence permit for Indonesian and other foreign nationals;
5. Bachelor or Master Degree in Political Sciences, International Relations, Economics, Public Administration or any other relevant fields;
6. Excellent command of English and Arabic;
7. Strong communication and interpersonal skills;
8. Good attitude and teamwork;
9. Computer literate with excellent command in Microsoft Office (Word, Excel, Power Point). Social media skill is an added value;
10. Be in good health;

B. Interested applicants are required to submit the following:

1. Application letter;
2. Curriculum Vitae with latest colored photo;
3. Copy of ID card/passport and residence permit (as applicable);
4. Copy of diploma and academic transcript.

C. Application procedures:

1. The application letter is addressed to the Head of Chancery of the Embassy of the Republic of Indonesia in Beirut, and all the required documents are to be sent **no later than 17 September 2025**, to the Embassy of the Republic of Indonesia, Presidential Palace Avenue, Street No. 44, Sector 3, Baabda, Beirut, Lebanon
2. All the required documents are to be scanned and uploaded to (<https://bit.ly/IndonesiainLebanon>) or scan the QR code as provided in the flyer.
3. Eligible candidate will be selected through a series of selection processes held at the Embassy and assigned institution;
4. The results of each selection process will be informed through e-mail and Whatsapp as they progress.

D. Other Matters:

1. No charge will be applied by the Embassy during the selection process.

Beirut, 1st September 2025
Head of Chancery

Achmad Ramadhan
Minister Counsellor