



EMBASSY OF DENMARK
Jakarta

VACANCY
SUPPORT STAFF –
EMBASSY OF DENMARK IN JAKARTA

Position: Support Staff

Type of employment: Full time, 37 hours week, employment for a two-year contract with possibility of extension on a local contract.

Starting date: 1 January 2022, or soon thereafter

Location: Danish Embassy in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950

Deadline for application: 12 October 2021

Are you an excellent and motivated driving professional, who knows your way around the streets of Jakarta in order to beat the ‘macet’ and reach a venue in due time along with a safe driving record?

Do you possess administrative and IT-skills and have knowledge on ministerial and local authorities’ regulations on protocol matters for diplomatic missions and staff?

Then YOU might be our new colleague. The Embassy of Denmark is looking for new Support Staff.

Key responsibilities include, but are not limited to:

- Drive Embassy vehicles; transport of staff, officials and visitors. Delivery and collection of official documents, mail, diplomatic pouch, diplomatic cargo, payment of bills and other items.
- Maintain vehicles and arrange regular servicing, repairs, cleaning and refuelling, etc.
- Maintain accurate vehicle records including logbook, mileage, gas consumption, oil changes and insurance.
- Liaise with ministries and local authorities on protocol matters such as purchase/sale, registration, license plate, STNK etc. for diplomatic staff vehicles.
- Tech-savvy and knowledgeable about IT devices and problem solving.
- Undertake general administrative duties, and perform other related duties as required. Liaise with ministries and local authorities on protocol matters such as official visas, stay/exit permits, custom clearance of arrival/departure shipments for diplomatic staff.
- Assist with logistical support in relation to in- and out-going high-level ministerial and delegation visits; facilitate immigration and customs formalities.



Qualifications and competences required:

- Possession of a valid driving license, extensive knowledge of local roads and traffic systems, traffic rules and regulations.
- Minimum 3 (three) years of previous working experience as a Support Staff for foreign missions or international organisations / companies.
- Fluency in written and spoken English and Bahasa Indonesia.
- Proficiency in MS Outlook, Word, Excel, PowerPoint.
- 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.

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. The salary will consist of a base salary, allowances reflecting the candidate's level of qualifications and functions in addition to a possible performance based bonus.

We would like you to start on 1 January 2022 or soon thereafter.

Application and recruitment process:

Please send your application (cover letter, CV and recommendations - no other documents required) by e-mail to: Embassy of Denmark, jktambvacancy@um.dk - marked 'Support Staff' at latest by Tuesday 12 October 2021.

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 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.



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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 Vice Consul, Hanna Muszynska (hannmu@um.dk)

About us

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