



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

U.S. Agency for International Development (USAID) based in Jakarta is recruiting Indonesian Nationals for the following position:

## **USAID Secretary, FSN-6 (Full Performance Level)**

**Post Code: E05020**

Salary starts from Rp 5,772,955 per month depending on qualifications, experience and salary history.

### **BASIC FUNCTION OF POSITION:**

The position primarily provides secretarial support to the Office/Deputy Director in the Program Office. In addition, the incumbent provides clerical, administrative and management support to the entire office, as well as backup timekeeper duties for office staff. The position requires that the incumbent to work independently with minimal direction.

### **QUALIFICATIONS REQUIRED:**

- 1) Three years of post-secondary secretarial studies equivalent to a US junior/community college diploma. A Secretarial title is required.
- 2) Three years of progressively responsible work experience. At least one year with a USG Agency, NGOs, other donor organizations, or host-government organizations is required. Experience in an English-language working environment is preferred.
- 3) Level III English (reading, writing, speaking) and Level IV (Fluent) in Bahasa Indonesia are required.

Only short listed candidates will be notified for test and interview.

**Send letter of application, complete resume in English and supporting documents (in Microsoft Word document format) & please put the post code: E05020 on the subject of your email to: [jktrecruitment@usaid.gov](mailto:jktrecruitment@usaid.gov)**

**CLOSING DATE: April 08, 2015**

**For more information, please visit USAID Website: <http://indonesia.usaid.gov>**