



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-7 (Full Performance)

Post Code: I09005

Salary starts from Rp 8,118,000 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

The incumbent provides a comprehensive range of clerical, procedural and general administrative support to the Education Office Director and Deputy Director, as well as team members. The education office team consists of 15 total staff members, both American and Indonesian. The Office of Education manages high visibility programs in the areas of basic education, higher education, science & technology, workforce development, and scholarships & training. It is a fast-paced environment, requiring significant interaction with the Government of Indonesia, implementing partners, donors, other technical offices in USAID/Indonesia, and various Embassy sections.

QUALIFICATIONS REQUIRED:

- 1) College degree in secretarial or administration is required.
- 2) Minimum three (3) years of progressively responsible secretarial and clerical experience. Experience working for U.S. Government agency or an international diplomatic mission, donor, or private firm is desirable.
- 3) Level IV (fluent) in English and Bahasa Indonesia is 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: 109005 on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE: September 2, 2016

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