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

USAID Indonesian Citizens, Secretary, FSN-7 (Post Code: D04008)

Salary starts from Rp 7,647,392 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

As a key member of the USAID/Indonesia Office of Financial Management, the incumbent enables all staff to meet their commitments. Under the overall direction of the Controller and Supervisory Financial Management Officer, the Office of Financial Management (OFM) is comprised of five Financial Analysts, four Accountants, four Voucher Examiners, and one Secretary.

The incumbent serves as the Secretary with the responsibility for providing the full range of administrative management, general support services (i.e. travel, procurement, personnel, information management, etc.), and assistance to all OFM members. The incumbent is the resident expert on all administrative support issues. The incumbent is the first point of contact with USAID/Indonesia Mission team members and OFM customers who include the Government of Indonesia Ministries, other USG agencies represented in Indonesia, local international donor organizations, USAID/Washington offices, international business organizations, and local non-profit and for-profit organizations.

QUALIFICATIONS REQUIRED:

1. Diploma in secretarial services, administration or related field is required.
2. A minimum of six (6) years of specific and progressively more responsible experience in the field of secretarial/administrative or office management is required.
3. Level III (Good Working Knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Bahasa Indonesia is required.
4. Demonstrates proficiency in typing various correspondence formats as well as standardized documents is required. Comprehensive knowledge and understanding of the Government of Indonesia organizational structure especially that of the Ministry of Finance, their internal operations and staffing structure is preferred.
5. Has the ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative office management duties and responsibilities. Strong organizational skills and ability to establish and maintain effective contacts with appropriate level GOI officials, Embassy counterparts, and other donor organizations are required. The incumbent is also expected to have the ability to analyze and evaluate financial and administrative information and data as well as organized and able to present financial information in concise written and oral form.

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.

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: D04008 on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: June 25, 2014

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