

## **JOB VACANCY: ACICIS BANDUNG PROGRAM ASSISTANT (PA)**

A position has become available within the Bandung office of The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) for a **Program Assistant** for our Bandung programs. This is an entry-level position and would suit a student in their final semester or a recent graduate of a local university, with an interest in International Relations, Australia-Indonesia politics, English literature, education or cultural diplomacy. Please find below the position description and selection criteria. Interested applicants should submit a current CV and one-page statement (in English) addressing the Selection criteria below at the latest by **Monday, 14 July, 2014**.

### **ACICIS' programs in Bandung**

Since 2010, ACICIS has facilitated semester-long study options for Australian and other international students at Universitas Parahyangan (UNPAR), Bandung. Students can study coursework options offered in English in [ACICIS International Relations Program](#), through UNPAR's IR Department, or choose to undertake a semester's mini-research project through [ACICIS West Java Field Studies Program](#). Both options are credited back towards the student's home degree.

### **Position Description**

This is an entry-level position and would suit a final semester student or a recent graduate of a local university. The PA reports directly to ACICIS' Program Coordinator (PC) and also to ACICIS' Resident Director (RD). Duties to be performed by the Bandung Program Assistant include, but are not limited to:

- i. The planning of program events in Bandung including orientation, excursions and other activities as directed by the PC or RD;
- ii. Acting as a liaison with Universitas Parahyangan (UNPAR) staff in Bandung;
- iii. Assisting ACICIS International Relations Program (IRP) and West Java Field Study Program (WJFSP) students to complete registration/enrolment for classes;
- iv. Organising a regular weekly meeting ('catch-ups') with the students, individually or in a group, to monitor academic/non-academic progress and other issues, then feeding these back to the PC;
- v. Counselling students on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and use of appropriate language;
- vi. Assisting the PC in providing assistance to students in routine and/or emergency medical or security procedures;
- vii. Assisting the PC or RD with other tasks when called upon to do so from time to time.

### **Working Hours and Remuneration**

- i. The role is part time, 20 hours per week; with the understanding that the scheduling of program events means that the distribution of hours over the period of a week may be flexible. Standard work hours are 10am-3pm, Monday to Friday, with a one-hour lunch break. Occasional out-of-hours work will be required during Orientation sessions and extra-curricular activities, and will be duly compensated with days in lieu at a later date;
- ii. The role will be remunerated at a competitive rate, between Rp 1,750,000 to Rp 2,500,000, commensurate with the applicant's skills and experience;
- iii. Work-related expenses are to be acquitted and submitted to PC on a monthly basis, including transportation and communication costs for work-related activities (eg. mobile phone credit);
- iv. The contract is for six months, for the period of **1 August 2014- 1 February 2015**. Extension is subject to a performance review with the PC and RD one month prior to the end of the contract term.

### **Selection Criteria**

1. The applicant may be a student in their final semester from a local university—preferably UNPAR—with a sound academic record in a related discipline (eg. International Relations; Law; Politics; English; Cultural Studies etc);
2. Reasonable level of English proficiency, and a willingness to develop this further as a part of the role;
3. Computer literacy in the Microsoft Office suite, social media;
4. Excellent time management skills and the ability to prioritise a range of tasks;
5. Demonstrated cross-cultural communication skills and a willingness to learn about new cultures;
6. Current SIM and access to a motorbike (desirable).

In preparing your statement addressing the above selection criteria, please provide examples where possible of how you meet each criterion. Please visit our website: [www.acicis.murdoch.edu.au](http://www.acicis.murdoch.edu.au) to learn more about ACICIS' Bandung programs at UNPAR and the work we do before preparing your application.

Please email your completed application to: [mita.acicis@gmail.com](mailto:mita.acicis@gmail.com)

**Attn: Ms Dyah Pandam Mitayani, ACICIS Program Coordinator for Jakarta and Bandung Programs**

Subject Heading: ACICIS Bandung PA Job Vacancy

By latest deadline: **Monday, 14 July, 2014**