

JOB VACANCY: ACICIS JAKARTA PROGRAM ASSISTANT (PA)

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

ACICIS' Programs in Jakarta

ACICIS coordinates three short course professional 'practicum' programs for Australian and other international students in Jakarta each year. Aimed at non-Indonesian language students from a range of disciplines, these programs are designed to build on students' academic knowledge through two weeks of language learning and lectures (hosted at Atma Jaya University), complemented by a four-week internship in Jakarta's professional sector. The three programs include: [The Journalism Professional Practicum \(JPP\)](#); [The Development Studies Professional Practicum \(DSPP\)](#); and our newest offering in 2015, [the Business Professional Practicum \(BPP\)](#). The three programs will run concurrently in 2015, between January 2 and February 14, 2015.

Position Description

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

- i. Assisting the PC and POs in the planning and implementation of Jakarta professional practica, including orientation, language course, seminars, field trips, industrial placement and other activities as directed by the PC;
- ii. Pre-departure preparation: working closely with the PC to update participants' accommodation options and identify potential host organisations;
- iii. Counselling participants on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and workplace behaviour during the program;
- iv. Assisting the PC and/ or POs in providing on the ground pastoral and emergency support for the participants during the program;
- v. Actively monitoring security issues in Jakarta and keeping the PC and/ or POs informed of any significant developments that could impact adversely on the security of the participants;
- vi. Acting as a liaison with Atma Jaya University and host organisations;
- vii. Assisting the PC, POs or RD with other tasks when called upon to do so from time to time.

Working Hours and Remuneration

- i. The contract is for six months, for the period of **1 September 2014- 1 March 2015**.
- ii. The role consists of two distinct phases, i.e. three months part-time and three months full-time, as follows:
 - (a) Pre-program preparation period (part-time) : 1 September 2014- 30 November 2014,
 - (b) In-Program period (full-time) : 1 December 2014- 1 March 2015;
- iii. (a) Part time: 20 hours per week, with the understanding that the distribution of hours over the period of a week may be flexible. Standard work hours are 10am-2pm, Monday to Friday;
(b) Full time: 40 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 9am-5pm, Monday to Friday, with a one-hour lunch break. Occasional out-of-hour work will be required with compensated hours;
- iv. The role will be remunerated at a competitive rate, between Rp 2,500,000 to Rp 3,500,000 per month for the part time period, and Rp 4,500,000 to Rp 5,500,000 per month for the full time period, commensurate with the applicant's skills and experience;
- v. Work-related expenses are to be acquitted and submitted to the PC on a monthly basis, including transportation and communication costs for work-related activities (eg. taxi, mobile phone credit).

Selection Criteria

1. Completed Bachelor's Degree (minimum) from an Indonesian university with a sound academic record in a related discipline (eg. International Relations; Business; Communication; Politics; English; Anthropology; 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; and PhotoShop/ InDesign (desirable);
4. Excellent time management skills and the ability to prioritise and manage a range of tasks;
5. Demonstrated cross-cultural communication skills and a willingness to learn about new cultures;
6. Appropriate resources to facilitate relationships and provide services such as access to email, internet, laptop and mobile coverage.

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 to learn more about ACICIS' Jakarta program practica and the work we do before preparing your application.

Please email your completed application to: mita.acicis@gmail.com

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

Subject Heading: ACICIS Jakarta PA Job Vacancy

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