

Job Description

Management Support officer of the Cultural and Communication Department

Embassy of the Kingdom of the Netherlands

Updated 15 February 2022

A. General Information

Position:	Management Support Officer CC
Embassy:	Jakarta, Indonesia
Salary:	IDR 14.500.000 – IDR 21.750.000 (gross)
Working Hours:	35
Contract duration:	One year, renewal is possible

B. Tasks

Main tasks and responsibilities

General

- Provides general administrative support to the Cultural and Communication Department
- Handles correspondence for the Department
- Keeps the agenda of the Head of Department up-to-date
- Organizes meetings and visits for the Head of department
- Taking notes of CC-meeting, Artistic Meeting and CC COM-meeting
- Maintains contacts with cultural institutions, stakeholders in the cultural field, ministries, government agencies and keeps the contact databases up to date
- Assists in the preparation of (Dutch) cultural visits to Indonesia, such as tours of artists

Erasmus Huis (Cultural Centre)

- Provides general and financial administrative support to the Erasmus Huis
- Responsible to keep the activity overview of Erasmus Huis up-to-date
- Assists with the organization of Erasmus Huis events, such as performances, exhibitions and/or events in the library
- First back-up when the librarian is off duty: registering new members, lending books, maintaining digital reservation system

Communication

- Provides support in Social Media presence
- Updating the website of the embassy and Erasmus Huis frequently
- Translates text in English and Bahasa.

Results to be achieved to which the MSO contributes

- Embassy staff members and Cultural partners satisfied with services delivered
- Administrative tasks performed effectively and accurately

- Financial administration accurate and up to date
- Events held at Erasmus Huis organized successfully
- Overview of Cultural Activities up to date

Working Experience and Knowledge

- Secretarial Academy or equivalent education
- Knowledge and experience in the field of office management
- Fluency in Indonesian and good command of the English Language, both written and orally.
- Knowledge of Dutch is an advantage
- Knowledge in the field of communication and social media
- Good communication skills
- Excellent computer skills

Competencies required

- Organization skills
- Client focused, service oriented
- Flexible team player
- Writing skills
- Initiative
- Result oriented
- Integrity

C. Working Environment

The Management Support Officer will be employed within the Cultural and Communication (CC) Department, part of the Embassy of the Kingdom of the Netherlands in Jakarta. The CC Department consists of three expatriate staff and nine locally recruited staff members.

The embassy is putting more and more emphasis on individual responsibility and pro-active behavior. He or she will collaborate regularly with staff of the other departments for political, economic, consular and general affairs.

The CC Department of the Dutch embassy manages all Erasmus Huis events, cultural policy, and communication of the embassy and the Cultural Centre.

Description of employee

An efficient management support officer who maintains high standards of accuracy, quality and timeliness. Enjoys providing the best possible support to the staff of the Cultural Department in general and more specifically to the Head and Deputy Head. Is able to both work independently and as part of a team. Has a clear interest in cultural cooperation and is flexible as to the exact assignments and fields covered.

Information

Interested candidates can apply before 5 March 2022 by sending a motivation letter and a recent CV to jak-cc@minbuza.nl, attention Yolande Melsert.