



**EMBASSY OF THE REPUBLIC OF INDONESIA
BUCHAREST**

ANNOUNCEMENT

JOB VACANCY

**EMBASSY OF THE REPUBLIC OF INDONESIA
BUCHAREST**

The Embassy of the Republic of Indonesia in Bucharest is looking for 1 (one) person to fill in the position of

EMBASSY STAFF

with a fixed-term contract for 2 (two) years which can be extended. The vacancy is open for Romanian citizens, Indonesian citizens who have a valid Romanian residence permit, or third country citizens who have a valid Romanian residence permit. This position is allocated for the economic section, however can be rotated if needed.

REQUIREMENTS

1. Male, maximum 37 (thirty seven) years of age;
2. Holding a bachelor's degree or higher in any field (preferably from the faculty of economics);
3. Having experience in economic sector would be an advantage;
4. Being physically and mentally healthy (certified by medical documents);
5. Currently not being engaged in any contract of work/service/scholarship;
6. Having good written and verbal communication skills in English, Romanian, and Bahasa Indonesia;
7. Willing to work and to be rotated in all areas of works/position in the Embassy;
8. Willing to work overtime and outside regular office hours;
9. Willing to comply with the Indonesian Labor Law and the Embassy's working rules;
10. Having resilience, innovative, responsive, and promptly adapt to the new environment;
11. Being familiar with the culture, history, and customs of Indonesia;
12. Having ability to use document processing software (MS Office, PDF application);
13. Having Romanian driving license or international driving license;

14. Having networks and relationships with a wide range of actors (in government, foundations, bussiness community, academic institutions and NGOs) would be an advantage.

Those interested in taking part of the selection, please submit the following:

1. Cover/application letter;
2. Curriculum Vitae;
3. Copy of Diploma / University certificate and academic transcript;
4. Other skills/course/certificates (if available);
5. 4 (four) pieces of recent 4 x 6 cm color photo;
6. Copy of ID Card/Passport and/or residence permit within duration of contract;
7. Copy of Romanian driving license or international driving license;
8. Copy of criminal record from the local police office;
9. Medical certificate.

Applications have to be sent to the following address:

HEAD OF CHANCERY
EMBASSY OF THE REPUBLIC OF INDONESIA
Strada Gina Patrichi Nr. 10, Sector 1
Bucharest 010448

The application letter and other documents have to be received by the Embassy no later than **February 8, 2018**.

The Embassy will contact applicants who passed the administrative selection. All applicants agree that the documents will not be returned. Recruitment process is free of charge and conducted in an objective and transparent way. Please ignore any unfair proposals.

Bucharest, 24 January 2018

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