



KEDUTAAN BESAR REPUBLIK INDONESIA

EMBASSY OF THE REPUBLIC OF INDONESIA

**VACANCY ANNOUNCEMENT  
FOR LOCAL STAFF AT THE INDONESIAN EMBASSY IN STOCKHOLM**

The Embassy of the Republic of Indonesia in Stockholm opens local staff recruitment for the following positions:

1. Secretary/Personal Assistant to the Ambassador
2. Receptionist
3. Staff for Economic Section
4. Driver and Administration Section

A. Requirements

1. Holding minimum of Bachelor Degree or equal majoring in Economic/Social Science/Language/IT
2. Minimum of a High School graduate for Driver and Administration applicant
3. Good communication skills using Bahasa Indonesia, English and Swedish (speaking and writing)
4. Holding a Swedish Permanent Residence Permit from Swedish Immigration Office
5. Public relations expertise, other skills or hobbies that would contribute to the fulfilling of the tasks
6. A methodical, motivated and customer-focused approach to work
7. An enthusiastic, friendly, confident manner, and have problem-solving ability
8. With high morale, integrity, loyalty, discipline, and motivation
9. Good physical, mental health and drug-free
10. No-criminal record and misconduct
11. Having no family relationship or ties with members of Local Staff, Home Staff currently working for the Indonesian Embassy in Stockholm
12. Good driving skills, minimum two-year experience in driving, with valid "B" Swedish driving license, and multitasking skills (for Driver and Administration applicant)

B. Documents

The application letter should be addressed and sent/delivered to the Head of Recruitment Team at the Embassy of the Republic of Indonesia in Stockholm, **Kungsbrogatan 1, 4fl S-112 27 Stockholm**, along with following documents

1. Curriculum Vitae
2. Copy of the last diploma and transcript of records (originals to be presented to the recruitment team)
3. Other skills/courses diplomas/certificates (if available)
4. Copy of the passport
5. Copy of Permanent Residence Permit
6. Copy of the no criminal record and misconduct
7. 2 (two) color photographs, with 4 x 6 cm size.

**Attention:**

The application letter along with the scanned of the required documents must be sent by e mail to [stockholm.kbri@kemlu.go.id](mailto:stockholm.kbri@kemlu.go.id) with **subject: Application of (name of applicant) no later than 15 April 2016.**

**C. Recruitment process consists of:**

1. Providing complete set of required documents
2. Written test on general knowledge
3. Interview

**D. Timelines**

No.	Date	Schedule
1.	15 April 2016	Deadline for submitting application letter along with required documents.
2.	15-18 April 2016	Administrative selection process
3.	18 April 2016	Administrative selection result's announcement
4.	22-25 April 2016	Written test and Interview
5.	May 2016	Announcement of the final result

**E. Other information**

1. The application letter and other documents are not returned to the applicant after the recruitment process is completed
2. Recruitment process is free of charge
3. Applicants who meet the administrative requirements are going to be informed by phone/mail
4. Recruitment process is conducted in an objective and transparent way. Applicants are asked to ignore any unfair proposals

Stockholm, April 2016  
Recruitment Team

