



British Embassy Jakarta

INTERNSHIP WITH THE BRITISH AMBASSADOR TO INDONESIA

(Up to 12 months based in Kuningan, South Jakarta)

The British Embassy in Jakarta is part of a world-wide network of 230 Diplomatic Posts, representing British political, economic and consular interests overseas. Indonesia and the United Kingdom have a strong relationship, and we work closely together to strengthen education links, tackle climate change and promote sustainable growth.

We currently have an Internship opportunity to work directly with the new Ambassador. This is an excellent opportunity for someone who is highly self-motivated, well organised and has strong communication skills. Experience of working or studying in a British/ international environment is preferred.

Main Duties:

- Do research work on range of exciting topics as assigned and prepare briefing notes
 - Gain experience in attending various meetings with the Ambassador, maintain notes of meetings.
 - Learn and implement blog writing skills by assisting the Ambassador with his blog.
 - Learn how to manage the Ambassador's twitter account and how to share appropriate information via twitter.
 - Learn how the different sections of Embassy work by way of regular meetings with various teams and prepare updates for Ambassador.
- Gain experience managing diaries of the Ambassador and/or Senior Managers.

Requirements:

- A Post-Graduate degree majoring in subjects such as Economics, International Relations, or Politics. Any other majoring subjects with relevant backgrounds are also welcome to apply.
- Excellent communication and writing skills in English and Bahasa Indonesia (both oral and written, IELTS 6.5 or higher)
- A sound understanding of writing in social media to interact with audience is desirable.
- Self-motivation, fast learner, and the ability to work under light supervision
- Strong interpersonal and team-working skills
- Good IT skills.
- Strong organisational skills and good judgement.

Internship offers are subject to successful clearance of reference checks. In relation to this, the successful candidates will need to arrange for their own Police Certificate.

A daily rate of IDR 300,000 will be provided to assist with the intern's meal and travel expenses.

To Apply:

Please complete the application form, which can be downloaded from our website at <https://www.gov.uk/government/world/organisations/british-embassy-jakarta/about/recruitment>, and send together with your updated resume to Indonesia.Recruitment@fco.gov.uk. Deadline for applications will be on **30 November 2014**. Please clearly indicate your name and the position you are applying for in the subject of your email.

Please note that incomplete applications will not be taken into consideration. We regret to advise that only shortlisted candidates will be contacted.

Staff recruited locally by the British Embassy in Jakarta is subject to Terms and Conditions of Service according to local Indonesian employment law.

The British Embassy is an equal opportunities employer, dedicated to inclusivity, a diverse workforce, and valuing difference.