

## JOB VACANCY

### PROGRAM ASSISTANT (YOGYAKARTA)



A position has become available within The [Australian Consortium for 'In-Country' Indonesian Studies](#) (ACICIS) Yogyakarta office for a Program Assistant (PA). This is a position and would suit a graduate of a local university, with an interest in International Relations, Australian-Indonesian politics, English literature, education or cultural diplomacy. Please find attached the position description. Interested applicants should submit a current CV and one-page statement (in English) addressing the Selection criteria below at the latest by Monday, 17 June, 2017

Please note this position is open to Indonesian nationals (WNI) only.

#### Position Description

This is a position and would suit a graduate of an Indonesian university. The PA will mainly be assisting with the ACICIS short programs and other special projects. The PA reports directly to the Special Projects Development Manager (SPDM) and Tours Coordinator (TC). Duties to be performed by the PA include, but are not limited to:

1. The planning of program events including orientation, excursions and other activities as directed by the supervisors
2. Assisting tour program events including orientation, language classes, seminar, field trips and other activities as directed by SPDM/ TC;
3. Developing administrative materials needed for the pre-departure phase and implementation of tour program as directed by the SPDM/ TC;
4. Assist in preparing the tours' itinerary in consultation with the SPDM/ TC;
5. Meet as required with partner university representatives to discuss itinerary and agenda planning;
6. Assist with all routine tour administration duties that are a part of ACICIS' pastoral care responsibilities (maintaining databases, counselling students, liaising with home universities as required);
7. Counselling students on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and use of appropriate language;
8. Assisting the supervisors in providing assistance to students in routine and/or emergency medical or security procedures;
9. Upon completion of the tour, provide an evaluation and feedback of the program based on experiences learned throughout the tour commencement;
10. Developing the ACICIS Tours Standard Operating Procedures;
11. Recruiting, managing and supervising regular intake of LOs/ student buddies, and/ or interns;
12. Assisting the SPDM/ TC, Yogyakarta Program Manager and/or Resident Director/ Deputy Resident Director with other tasks as required.

#### Australian Consortium for 'In-Country' Indonesian Studies

**a** Gang Alamanda CT X/18A, Sleman, Yogyakarta 55281 Indonesia

**t** +62 274 561 477 **e** enquiries.indonesia@acicis.edu.au **w** www.acicis.edu.au

## Working Hours and Remuneration

1. The Yogyakarta Program Assistant will work between 1 July 2019 – 30 June, 2020 on a full-time basis (40 hours/ 5 days 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-hours' work will be required during orientation sessions and extra-curricular activities, and will be compensated through leave in lieu;
2. The role will be remunerated at a competitive rate, commensurate with the applicant's skills and experience.

## Selection Criteria:

1. Bachelor's Degree from an Indonesian or Australian university with a sound academic record;
2. At least two years of professional experience in a relevant position (administration, communication, public relations, international organisation);
3. Professional level of English proficiency, and a willingness to develop this further as a part of the role;
4. Computer literacy in using the Microsoft Office suite, social media applications; and Photoshop/ InDesign (desirable);
5. Excellent time management skills and the ability to prioritise a range of competing tasks;
6. Demonstrated cross-cultural communication skills and a willingness to learn about new cultures;
7. A team player with a pleasant personality who can work well in flexible working environments.

## Applying for this role

To apply for this role, please send through a copy of your latest Curriculum Vitae and a statement addressing the selection criteria above. In preparing your statement addressing the selection criteria, please provide examples of your skills and experience where possible against each selection criterion. Applications without a statement addressing the selection criteria will not be considered.

Please visit our [website](#) to learn more about our programs and the work we do before preparing your application.

Completed applications can be emailed to [recruitment-id@acicis.edu.au](mailto:recruitment-id@acicis.edu.au)

Attn: **Ms Ida Kusuma**, ACICIS Finance and Administration Officer  
Subject Heading: ACICIS PA Yogyakarta Job Vacancy 2019

By latest deadline: **Monday, 17 June 2019.**

Please note that interviews will be scheduled for this position between **24 - 28 June 2019**. If shortlisted, please ensure you are available during this period.

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