

JOB VACANCY

BALI PROGRAM ASSISTANT



A position has become available within The [Australian Consortium for 'In-Country' Indonesian Studies](#) (ACICIS) for a Program Assistant (PA). This position would suit a graduate with an interest in Sustainable Tourism, Education, Cultural Studies, Australian-Indonesia relations. Experience working with organisations related to Sustainable Tourism in Bali will be an advantage. Interested applicants should submit a current CV and a statement (in English) addressing the selection criteria below before or by **Tuesday, 9 July 2019** at the latest.

Please note this position is open to Indonesian nationals (WNI) only and will be based in Bali with some travel to Yogyakarta.

Position Description

The PA will mainly be assisting the Sustainable Tourism Professional Practicum (STPP) Program. The PA reports directly to the Professional Practicum Program Coordinator (PC) and Sustainable Tourism Academic Program Officer (APO).

Duties to be performed by the PA include, but are not limited to:

1. Assisting in establishing new Host Organisations (HOs) placements for the 2020 STPP program;
2. Assisting the STPP APO in developing and maintaining relationships with existing HOs;
3. Carrying out a series of monitoring visits to HOs throughout the program;
4. Actively mentoring all students on matters pertaining to their work and study and their general understanding of Indonesia and the law sector, and advising on appropriate workplace conduct in Indonesia;
5. Assisting the STPP APO in managing the STPP program;
6. Serving as a liaison with Udayana University, HOs and maintaining sound relationships with key partners at these institutions;
7. Counselling students on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and workplace behaviour during their programs;
8. Assisting the STPP APO to develop program-specific Monitoring and Evaluation (M&E) processes for the PP program;
9. Conducting end of program evaluation sessions with participants and offering this information as feedback into the ongoing development and improvement of ACICIS' STPP program;
10. Assisting students in routine and/or emergency medical or security procedures, and updating ACICIS' Risk Management Guidelines as required;
11. Assisting the STPP APO, Program Coordinator, and/or Resident Director/ Deputy Resident Director with other tasks as required.

Australian Consortium for 'In-Country' Indonesian Studies

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Working Hours and Remuneration

1. The Bali Program Assistant will work between 1 August 2019 – 31 July, 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 in a related discipline (e.g. Tourism, Education, Cultural Studies, International Relations, etc.);
2. At least two years of professional experience in a relevant position (administration, communication, public relations, international organisation); Has experience working with organisations related to Sustainable Tourism in Bali will be an advantage.
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 CV (max 2 pages) and a statement (max 2 pages) 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

Attn: **Ms Amalia Anindia**, ACICIS Professional Practicum Program Coordinator

Subject Heading: ACICIS PA BALI Job Vacancy 2019

By latest deadline: **Tuesday, 9 July 2019.**

Please note that interviews will be scheduled for this position between **16 - 18 July 2019**. If shortlisted, please ensure you are available during this period.

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