



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES  
TO THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS, JAKARTA



## **NOTICE OF JOB VACANCY**

- Position:** General Assistant, Interpreter and Translator
- Employment Period:** From 28 October 2024 to 27 April 2025  
(Contract may be renewed depending upon factors, including satisfactory performance)
- Salary:** To be discussed
- Work Schedule:** Monday to Friday, 8:00 AM – 5:00 PM

### **Duties and Responsibilities:**

- a. Liaise with Indonesian offices and other establishments related to the work of the Mission;
- b. Assist and coordinate with Mission staff on relevant matters and perform office and related clerical tasks;
- c. Serve as an interpreter and do translation work from English to Bahasa Indonesia and vice versa;
- d. Perform other services that may be required in the exigency of the service.

### **Essential Qualifications, Skills and Experience:**

- a. Must be a permanent resident of Jakarta;
- b. Preferably residing in the Jakarta Selatan area;
- c. With at least two (2) years of professional experience as assistant, interpreter and translator;
- d. With a college / university level degree in a relevant field or equivalent experience;
- e. Has excellent command of English and Bahasa Indonesia, covering reading, writing, speaking, and listening, as well as the ability to switch between the two languages seamlessly;
- f. Has excellent interpersonal and communication skills, both in writing and in-person;
- g. Has the ability to prioritize, effectively manage and execute multiple tasks and meet deadlines;
- h. Has the ability to demonstrate initiative and self-motivation;
- i. Is proficient in using Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and other relevant computer programs.

### **How To Apply:**

Interested applicants are requested to submit a detailed CV with recent photo in PDF format to the Mission via e-mail to [jakartapm@gmail.com](mailto:jakartapm@gmail.com) and indicate on the subject heading: *Application for General Assistant, Interpreter and Translator*

Deadline for submission of applications is on **03 October 2024.**

Other documents may be required by the Mission during the selection process. Reference checking and security clearances will be conducted on qualified candidates.