



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: 110 - 2016
ISSUANCE DATE: June 30, 2017

**SUBJECT: Cancellation of Solicitation 110 - 2016
USAID SECRETARY, FSN-7**

Due to anticipated reductions in USAID/Indonesia budget, the solicitation for the position of USAID Secretary, FSN-7 for the Education Office is canceled.

USAID/Indonesia may re-solicit for this position in the future. Any interested individuals may apply at that time.

Sincerely,

/s/

Nathan Drury
A/ Supervisory Executive Officer
USAID/Indonesia



USAID | **INDONESIA**
FROM THE AMERICAN PEOPLE

MISSION NOTICE

No: 110 - 2016

Date: August 15, 2016

TO: All Mission Staff

FROM: Susan Cheung, Supervisory Executive Officer

**SUBJECT: Employment Opportunities (USAID) Indonesian Citizens,
USAID Secretary, FSN-7(Full Performance Level)
Re advertised**

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: USAID Secretary, FSN-7(Full Performance Level)

OPENING DATE: August 18, 2016

CLOSING DATE: September 2, 2016

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7 (Full Performance Level).
Salary starts from Rp. 8,118,000 per month depending on qualifications,
experience and salary history.

The U.S. Agency for International Development/Education Office is seeking an individual for the position of USAID Secretary, located at US Embassy Annex, Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent provides a comprehensive range of clerical, procedural and general administrative support to the Education Office Director and Deputy Director, as well as team members. The education office team consists of 15 total staff members, both American and Indonesian. The Office of Education manages high visibility programs in the areas of basic education, higher education, science & technology, workforce development, and scholarships & training. It is a fast-paced environment, requiring significant interaction with the Government of Indonesia, implementing partners, donors, other technical offices in USAID/Indonesia, and various Embassy sections.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) College degree in secretarial or administration is required.
- 2) Minimum three (3) years of progressively responsible secretarial and clerical experience. Experience working for U.S. Government agency or an international diplomatic mission, donor, or private firm is desirable.
- 3) Level IV (fluent) in English and Bahasa Indonesia is required.

SELECTION CRITERIA:

In addition to the above criteria related to education, experience, and language proficiency, the following criteria will also be used to evaluate applicants:

- 1) Knowledge of office management and correspondence control principles and practices.
- 2) Fully proficient in Microsoft Office and office equipment.

- 3) The incumbent must have excellent oral communication, interpersonal, and organization skills and must be able to manage diverse tasks.

SUBMIT APPLICATION TO:
USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110
E-mail: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: September 2, 2016

THE FOLLOWING ARE ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, DS-174; or
2. A current resume or curriculum vitae that provides the same information as DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the above mentioned qualifications for the position.

IMPORTANT:

- Put the post code on the subject of your email: **I09005**

- Email attachment must be in .pdf format
- Any supporting documents in excess of 2MB must be sent in a .zip file
- Do not attach photo
- No phone or email inquiries

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment. All candidates are encouraged to send application by email.