



Jakarta Office

PUBLICATION DATE: 22/02/2024

**APPLICATION FOR PARTICIPATION TO BE UPLOADED WITHIN 30 DAYS OF PUBLICATION
(23/03/2024)**

JOB ANNOUNCEMENT FOR n. 1 SECRETARY CUM RECEPTIONIST (S2)

The Italian Trade Agency – Jakarta Office (ITA) - is currently seeking for the hiring of a Secretary cum Receptionist. The employment agreement becomes permanent only after a positive probation period of three months from the time of signing the contract.

(FOR INDONESIAN CITIZENS OR FOREIGNERS WITH A VALID WORKING PERMIT).

THE MONTHLY GROSS SALARY (PAYED IN IDR) IS EQUIVALENT TO EURO 650 AND THE ANNUAL GROSS SALARY IS INCLUSIVE OF THE THIRTEENTH MONTHLY PAYMENT- Working Time: 9:00am/6:00pm

The Italian Trade Agency (ITA) is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Economic Development and the Ministry of Foreign Affairs. ICE - ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/it/mercati/indonesia/giacarta> (Jakarta Office) and <https://www.ice.it/en/> (HQ)

VACANCY FOR ONE (1) POSITION OF A SECRETARY/RECEPTIONIST

Scope of work and job descriptions:

- supervisory, management and control functions of the reception
- answering, screening, and forwarding incoming phone calls.
- receiving, sorting, and distributing correspondences.
- visitors reception and registration
- photocopying, archiving and protocolling functions
- auxiliary in administrative-accounting
- collection and delivery of documents
- general service management functions (water supply, small maintenance)

The candidate should meet the following requirements:

Indonesian citizens, as well as candidates with different citizenships, including Italian ones, may be admitted to the selection procedures, provided they have tax residency and a permanent residence and work permit in Indonesia.

The candidate must be in possession of:

- permanent residence in Indonesia, with labor permit since 2 years
- high school diploma
- Proficient in English (written and spoken)
- Proficient in Ms. Office (Word, Excel, PowerPoints)
- Excellent in interpersonal communication and organizational skills;
- Not being convicted of any criminal offense and not having any pending criminal proceedings

Candidates lacking the mentioned minimum requirements will not be considered.

Working address: Italian Trade Jakarta Office, Menara Karya Tower, Jl.Rasuna Said, Blok X-1, Kav. 1-2, 12950

SELECTION PROCEDURES

The Examining Commission are composed of three members, in service at the Jakarta office of the Italian Trade Agency: the Director of the office, Dr. Paolo PINTO, the Trade Analyst, Ms.Budhiani Pratiwi, the Accountant, Ms.Elyshabet Hutapea, both acting as components. Ms. Hutapea will also act as selection secretary.

The exams will be conducted in English and include:

1. the written test aims to ensure that the candidate possesses the knowledge appropriately with the role to be filled followed by an oral and practical test. The test will relate to accounting and Italy/EU general knowledge.
2. the oral and practical test are divided into three parts:
 - a. an interview
 - b. a test on language skills, through translation and conversation in English - Indonesian (Italian if the candidate requests it)
 - c. a test on the use of IT tools

Each test listed above scores and cut-off thresholds will be assigned according to the criteria indicated in this announcement.

Evaluation scale for each prove: 1-10: 10 exceptional, 09 excellent, 08 very good, 07 good, 06 average plus, 05 average, 04 below average, 03 poor, 02 very poor, 01 not suitable. The candidate with a total score under the average (score 05) is not admitted.

Preferential criteria's scores:

- high school major in accounting: 2 points
- Diploma degree (3 years) in economy/accounting: 3 points
- Bachelor degree (5 years) in economy/accounting: 5 points
- Master degree in accounting: 2 points
- 2 years of working experiences in similar jobs – in private or public sector (knowledge in business administration and tender procedures): 5 points
- Italian language fluency: 5 points

The scores of the three-year degree and the five-year degree do not add together.

Final evaluation: the sum of the scores of first phase and second phase will determine the final ranking.

IMPORTANT NOTICES

1. deadline for submitting applications: 30 days from the date of publication of the announcement;
2. method of publication of the selection's ranking: on the web page of the Italian Trade Agency;
3. method of selection: upon receipt of applications, a score will be assigned to the CV submitted. The 20 candidates with the best scores will be admitted to the written test;

4. the winner of the selection will be hired on probation for three months and can become permanent, in case of positive evaluation, only after that period.
5. each phase of the selection will end with a ranking, which will be published on the Jakarta office website.
6. candidates deemed suitable at the end of the written test will be invited to the oral test via an exam diary published on the Jakarta office website.
7. the final selection ranking will be valid for 18 months with the possibility of scrolling through suitable candidates if necessary according to the ranking order.
8. the selection can be suspended, and/or cancelled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta. Please, do note that:

- the employment contract will comply with Indonesian law.
- the Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation in Roma will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee.
- no employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation .

HOW TO APPLY

fill this application form [ITA JOB APPLICATION FORM](#) and upload the following supporting documents:

- identity document
- tax code
- CV in European format
- copy of Education certificate
- recommendation letter from the previous employer (if any)
- language courses certificate (if any)

Please upload a signed self-certification attesting:

- to possess permanent residence in Indonesia, with labor permit since 2 years
- the absence of criminal convictions and any pending charges
- good health

The winner of the selection will have to replace the self declaration with a certificate issued by the competent authorities. No application arriving beyond the deadline can be accepted.

PERSONAL INFORMATION COLLECTION STATEMENT



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Office of the Italian Embassy



This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance Purposes of Collection

1. Please note that it is mandatory for you to provide the personal information (“Personal Data”) requested in this form. If you fail to provide the required data, your application may not be accepted. 2. Personal Data provided in this form will be used by ITA Jakarta for one or more of the following purposes: a. verification of identity and background checks for recruitment purposes; b. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Jakarta; and c. any other purposes agreed by you. Transfer of personal data: 3. Personal Data collected will be kept confidential but, subject to the provisions of any applicable law, may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Indonesia) from time to time for the purposes set out above: a. internal auditing bodies of ITA-HQ in Rome and/or ITA Jakarta; b. legal advisers and other professional advisers engaged by ITA Jakarta; c. persons to whom ITA Jakarta is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and d. persons to whom ITA Jakarta is required to disclose Personal Data by any policies and measures implemented by ITA Jakarta for prevention or detection of any unlawful activities or suspicious activities. Access and Correction of Personal Data 4. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA Jakarta’s Personal Data Protection Officer at privacy@ice.it.



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Please fill the following form

Application for participation in the selection of a Secretary cum Receptionist with a permanent contract at the Jakarta office of Italian Trade Agency.

DECLARATION TO SIGN AND UPLOAD

To be sent at the link [ITA JOB APPLICATION FORM](#) uploading the required documentation on: (identity document, tax code, CV in European format, copy of Education certificate, recommendation letter from the previous employer (if any), language courses certificate (if any))

The undersigned

NAME.....

SURNAME.....

BIRTH PLACE.....

DATE OF BIRTH.....

ID NUMBER.....

TAX CODE NUMBER.....

RESIDENCE IN INDONESIA SINCE.....

Declares

1. to be a citizen _____
2. to possess permanent residence in Indonesia, with labor permit since 2 years
3. of not having received criminal convictions and not having pending charges in Indonesia and in other states
4. to be in possession of the following qualification _____
5. to be in good health
6. that the data of the attached curriculum are true and correspond to reality

Authorizes the collection of personal data for the proceedings in progress

Date, _____



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The Declarant: (signature)_____