



British Embassy
Jakarta

Prosperity Officer B3 (L) – Second Cities and Transparency

(Permanent Contract)

Deadline of Applications: 9 May 2016

The British Embassy in Jakarta is part of a world-wide network of 230 posts, representing British political, defence, economic, trade, and consular interests around the world.

We are currently looking to recruit a **Second Cities and Transparency Officer** in the Embassy's **Prosperity and Economic Team**, which leads Embassy work on economic, trade and investment and business conditions, and work on science and innovation, energy and transparency. The team supports UK interests in these areas, whilst developing collaborative links with Indonesia beneficial to both countries. We develop and support external projects that help us in this work. We also collaborate closely with other parts of the Embassy, British Council and the British Chamber of Commerce on trade and investment, education and climate change.

The job would particularly suit someone with a relevant degree in Economics or Business, experience in policy making, political or trade and investment field; a confident self-starter who uses own initiative well and is focused on delivering results. Excellent English is a must. Experience of project or programme management a bonus.

Main Duties and Responsibilities

Second Cities

- Work to support the cross Embassy outreach programme to develop closer relations with second cities (Surabaya and Bandung and Jakarta currently) across Indonesia with a particular focus on trade links and business opportunities.
- Work with the Liaison Officers currently based in Surabaya and Bandung to identify bilateral business opportunities and evaluate feasibility of these opportunities on the Indonesian side.
- Act as a coordinator on second city activity, liaising closely with other parts of the Embassy, UK Trade and Investment Office and the British Chamber of Commerce and British Council.
- Preparing and Maintaining database of material on the Second Cities
- Acting as Secretariat to the Second Cities Board

Transparency

- Analysing, researching, and reporting to the UK government and business on Governance and Transparency issues, in Indonesia, in particular Corruption, the Open Government Partnership, and how they might affect UK interests.



British Embassy Jakarta

- Working with implementers to develop Prosperity Programme projects that support British Government objectives in these areas, and then monitoring their implementation.
- Building and maintaining excellent working level contacts with relevant government Ministries, agencies, particularly the KPK, and other organisations including embassies, business and chambers of Commerce, multilateral organisations, NGOs and research organisations.

Key requirements for the Role

Essential on arrival:

Qualifications: Bachelors degree (B1) in a relevant subject.

Experience:

- Relevant work experience, ideally in a similar role in another Embassy, international organisation or business.
- Experience of trade and investment, business environment or policy making.
- Experience of collaborating and partnering with various stakeholders.

Skills:

- Excellent written and oral communication ability in Indonesian and English.
- Ability to see the bigger picture
- Good interpersonal skills. Ability to work with people of different levels and backgrounds.
- Flexibility, resilience under pressure, with a proven track record of delivering results to a high standard under tight time scales.

Key Competences Required

- Making Effective Decisions
- Collaborating and Partnering
- Demonstrating Resilience
- Delivering at Pace
- Leading and Communicating
- Seeing the Big Picture

Please refer to our [website](#) for more information on these competences.

Salary

The British Embassy offers a competitive remuneration package including:

- Starting monthly gross salary of IDR 12,371,852
- Annual leave entitlement of 25 days per year
- Medical benefit (medical insurance)
- Access to extensive learning and development opportunities



British Embassy Jakarta

No accommodation or relocation expenses are payable in connection with this position. Applicants must have work authorisation for Indonesia in order to apply. Employment offers are subject to successful clearance of pre-employment checks. In relation to this, the successful candidate will need to arrange for his/her own Police Certificate.

To Apply

Please complete the application form, which can be downloaded from our website at <https://www.gov.uk/government/world/organisations/british-embassy-jakarta/about/recruitment>, and send together with your updated resume to Indonesia.recruitment@fco.gov.uk with an email subject heading following this format: <POSCT_SURNAME First Name>. Deadline for applications will be on **Monday, 9 May 2016**.

Attachments should be in PDF, DOC, or DOCX formats only. Please limit attachments to less than 2MB.

Please note that incomplete applications will not be taken into consideration. We regret to advise that only shortlisted candidates will be contacted.

The British Embassy is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.