

## **Job Vacancy – Personal Assistant to the Ambassador**

### **Embassy of Belgium in Jakarta – Local Position**

The Embassy of Belgium in Jakarta is seeking a highly dedicated **Personal Assistant to the Ambassador**. This role provides direct executive, administrative, protocol, and organisational support to the Ambassador and is central to the smooth functioning of the mission.

### **Main Responsibilities**

#### **Executive & Administrative Support**

- Manage the Ambassador's agenda, meetings, appointments, missions, and travel arrangements.
- Handle phone communication and all incoming correspondence, prioritising sensitive matters and ensuring timely follow-up.
- Draft, edit, and proofread documents, including diplomatic notes and official communications.
- Conduct information searches and assist in meeting preparation, note-taking, and drafting minutes.
- Support simple financial processes (invoices, expense claims).

#### **Protocol Support**

- Assist with diplomatic privileges and immunities, customs and taxation procedures, and official administrative formalities.
- Coordinate accreditation processes for the Ambassador and diplomatic staff, including arrival and departure procedures.
- Support preparations for official and state visits, including permits, flight clearances, and documentation.

#### **Event & Visit Coordination**

- Organise official events, meetings, and high-level visits: schedules, guest lists, invitations, logistics, suppliers, transport, and accommodation.
- Maintain communication with all involved partners to ensure seamless execution.

#### **Liaison & Information Management**

- Maintain and update contact lists, internal documents, procedures, and digital tools (SharePoint, archives).
- Act as a key liaison point between the Embassy, public institutions, foreign missions, and external partners.

## **Profile Sought**

### **Professional Skills**

- Prior experience as an executive or personal assistant, ideally in an international or diplomatic environment.
- Excellent written and spoken English and Indonesian; knowledge of French/Dutch is an asset.
- Strong organisational skills, discretion, and the ability to handle confidential information.
- Ability to multitask, prioritise, and work independently.

### **Personal Attributes**

- Reliable, trustworthy, and loyal
- Respectful and open-minded in interpersonal interactions
- Comfortable interacting with high-level officials and external partners

### **Compensation & Benefits**

- Permanent contract with a 3-month probationary period
- Competitive gross monthly salary: IDR 16.898.716 ( with a possibility of taking seniority into account if relevant).
- Comprehensive health coverage: BPJS + additional private insurance
- Generous leave entitlements: 18 paid leave days + 14 public holidays (combining Indonesian and Belgian calendars)

### **How to Apply**

**ONLY VIA [JOBSTREET](#)**

Please upload your curriculum vitae and motivation letter as a combined document.

**Deadline:** applications are received until **04/05/2026**