



The US-Indonesia Society

VACANCY ANNOUNCEMENT

Country Representative

Jakarta

Application Deadline: December 23, 2018

The U.S.-Indonesia Society (USINDO) announces an opening for USINDO Country Representative at the USINDO office in Jakarta. The USINDO Country Representative is the senior USINDO person in Indonesia, reporting to USINDO's President in Washington.

[USINDO](#) is the premier bi-national non-governmental organization exclusively deepening United States-Indonesia relations and mutual understanding. More information on USINDO is at the link and the end of this notice.

POSITION RESPONSIBILITIES AND QUALITIES SOUGHT

Minimum Qualifications

- Indonesian national
- Master's degree - from a U.S. university is preferable but not mandatory
- Five years of experience in handling programs or activities in Indonesia
- Potentially available for minimum of three years
- Fluent in English and Indonesian
- Strong writing ability in English
- High interpersonal communication / cross-cultural skills with Indonesians and Americans
- Knowledge of and interest in Indonesia, including Indonesian personalities and institutions, Indonesian politics, education, and foreign relations issues

Additional Qualities Sought

General

- Aptitude in public affairs and communications

- Ability to:
 - communicate effectively and build networks in Indonesia
 - conceptualize and develop effective program strategy
 - design, organize, and implement USINDO programs and events in Indonesia
 - lead and represent USINDO at events in Indonesia
 - engage effectively with Indonesian and U.S. government officials and the private and NGO sectors in Indonesia at all levels
 - think strategically and set goals and deadlines
 - take responsibility for high quality and timely work
 - handle multiple tasks and adjust to new situations
 - contribute advice and judgment to decisions
 - provide interactive support to USINDO's D.C. Office

Other Position Aspects

Formulating Strategy and Plans

- Develop annual strategy and plan for USINDO Jakarta, in conjunction with DC office
- Strengthen USINDO's capacity to play a strategic role as a leading non-governmental part of the US-Indonesia Strategic Partnership
- Communicate USINDO's work and activities to governments, donors, private sector and civil society in Indonesia and U.S.
- Provide advice and information to USINDO on key issues relevant to USINDO's mission and activities in the Indonesia and the U.S.

Managing Programs and Projects

- Conceptualize, plan and execute public diplomacy Open Forums, capacity building programs, roundtables, legislative capacity program, bilateral exchange programs, US-Indonesia university partnerships, and internship programs, with assistance of staff.

Building Networks and Linkages

- Develop networks and mutually beneficial relationships with new contacts in Indonesia on U.S.- Indonesia topics and issues. Networks include Government of Indonesia, US Embassy, NGOs, think tanks, foundations, the private sector, and the public. Existing Indonesian government and private sector contacts are a plus.
- Develop contacts with US higher education system. Prior knowledge of the U.S. higher education system, contacts/connections at U.S. universities is a plus but not a requirement.

Conducting Outreach

- Contribute substance to USINDO's website, social media and publications

Supervising Office Operations, Finances, and Staff

- Oversee in-country administration, financial operations, local expenses, and periodic reporting; as well as Jakarta staff recruitment and supervision, and outside contracts.
- Manage and supervise Jakarta office staff's effective performance.

Salary: to be determined based on qualifications.

ABOUT USINDO

The United States-Indonesia Society (USINDO), is the premier bi-national non-governmental organization exclusively deepening United States-Indonesia relations and mutual understanding.

Since its establishment in 1994, USINDO has been enhancing Americans' understanding of Indonesia, Indonesians' knowledge of America, deepening people to people relations of the two countries. USINDO also supports the recent U.S – Indonesia Strategic Partnership.

USINDO implements its mission through open forums and discussions in each country, and through educational and legislative exchange programs and partnerships.

More information about USINDO: <https://www.usindo.org/> For USINDO's profile of programs and activities see: https://usindo.org/assets/up/2018/11/USINDO-Profile_November-2018.pdf

How to apply:

Please submit your resume, a cover letter, name and contacts of three references, salary history and expected salary, on or before the deadline of December 23.

The applications should be submitted to dmerrill@usindo.org . Applicants who qualify for an interview will be contacted via email or phone.

For questions please contact dmerrill@usindo.org, or iersandi@usindo.org