



Vacancy for a 'Project Assistant – EU SHARE' at DAAD Regional Office Jakarta

The EU Support to Higher Education in the ASEAN Region (SHARE) Project at the DAAD Regional Office in Jakarta is seeking **at the soonest** a qualified candidate for a position of **Project Assistant**. The main task will be to support the administrative and financial management of the project and to host events and activities (workshops, trainings, high-level conferences, etc.) in SHARE's result area 2a and 2b (Qualifications Frameworks and Quality Assurance). Activities will be implemented throughout the ASEAN region.

Background

The project aims at strengthening regional cooperation and enhancing the quality, regional competitiveness and internationalisation of ASEAN higher education institutions, contributing to an ASEAN Community in 2015 and beyond. It also supports the harmonisation of higher education in all ten ASEAN member states (<http://www.share-asean.eu/>).

About the position

The Project Assistant assists the DAAD team in providing support on logistics, administrative procedures and in administering finances in accordance with EU regulations. S/he will work in a team based in Jakarta, in close cooperation with DAAD staff located at DAAD's global headquarter in Bonn, Germany. In connection with events and activities traveling throughout the ASEAN region will be necessary.

The **key responsibilities** of the position include but are not limited to:

- Administrative and financial management of SHARE project activities
 - Prepare vendor payments and compile supporting documents for financial reports.
 - Perform logistical tasks during events, including sending invitation for participants and experts, making flight arrangements, identify and assign local providers, identify hotels and event venues, organise side events, facilitate registration of participants.
 - Prepare visibility and event material, such as but not limited to event kits, name badges, banners, backdrops, etc.
 - Assist in the preparation of evaluation forms for events and complete analysis tools and spreadsheets.
 - Assist on the regular updates of M&E data.
- Support the technical management of SHARE in implementing result area 2a and 2b.
- Communicate with ASEAN partner organisations, experts and event participants from both Europe and the ASEAN region.
- Other tasks related to the project, as identified by the supervisor, Senior Project Manager.

Qualifications and previous work experience

- Graduate with a Bachelor's degree (or higher) in a relevant field of study, preferably business administration, international relations, political science, economics, communication, etc. or equivalent to five years of related working experience.
- First work experience (including internships) in a related role at a reputable international organisation, government agency or NGO; administration background preferred.

Key Competencies

- Excellent organisational skills.
- Operational knowledge and skills in financial administration.
- Ability to fulfil tasks accurately and in timely manner even under high pressure conditions.
- High level of communication and interpersonal skills to maintain the relationships with key stakeholders.
- Highly developed communication skills in both written and spoken English.
- Knowledge in the area of ASEAN higher education policy will be an asset.
- Knowledge of at least one Southeast Asian language and/or German is an asset.

Remuneration:

The successful candidate will be offered a monthly salary commensurate with personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves in accordance with the Indonesian Labour Law and an annual wage supplement equivalent to a month's salary. Please note that this position is a local engagement and does not come with a mobility package. This is a fixed-term position with an initial contract duration of three months which can be extended to two years subject to the availability of funding and depending on the candidate's performance.

How to Apply

Qualified candidates are asked to submit a letter of interest addressing the qualifications for the position, their latest curriculum vitae, earliest possible starting date, certificates proving qualifications and previous work experience, as well as references of former employers, via email to santoso@daadjkt.org, no later than **2 February 2020, 11.59 PM, UTC+7**.

Please include **SHARE Project Assistant_[Name]** in the email subject field and address the letter to Mr. Thomas Zettler, SHARE Programme Director at DAAD Regional Office Jakarta.

Any questions related to EU SHARE should be addressed to santoso@daadjkt.org or check the website <http://www.share-asean.eu>.