

EU-ASEAN Sustainable Connectivity Package - Higher Education Programme (SCOPE-HE)

Job Description

Administrative Assistants

EU-ASEAN Sustainable Connectivity Package – Higher Education (SCOPE-HE) Programme

Location : Jakarta, Indonesia
Duration : 1 month (25 working days), 14 October – 15 November 2024 (tentative)
Working type : On-site

1. Responsibilities and Main Duties

The Administrative Assistants (3) will assist the Programme Officers, Finance & Administration Officers, and SCOPE-HE team in preparing and conducting activities in October-November 2024. S/he will be responsible for the following tasks:

- **Flight booking:** assist in booking flights for participants; handle participant travel administration (e.g., ticket issuance, schedule updates).
- **Participant management:** assist participants RSVP, accommodation booking, liaising with travel agent; ensure all arrangements for RSVP and accommodation are well-executed.
- **Participant payment/reimbursement:** assist payment/reimbursement processes, including collecting required documents and processing claims.
- **Administrative tasks:** assist in maintaining records of vendor agreements, invoices, and event expenses; handle correspondence with participants, vendors, and committees; assist with overall administrative and financial preparations of the events.
- Other duties as assigned.

Qualifications:

- Bachelor’s degree in business administration, economy, accounting, management, or other relevant fields. Fresh graduates are welcome to apply.
- Past experiences in event coordination, event administration, or a similar role, preferably with a focus in administrative and financial management tasks, are preferred.
- Based in Jakarta.
- Very good command of English, written and spoken.
- Excellent proficiency in using office software (MS Office, Google Workspace) especially **Microsoft Excel** and/or **Google Sheets** for administrative tasks such as flight booking, participant management, and financial documentation.
- Detail-oriented and proactive with excellent time management skills.
- Strong communication skills, both verbal and written, with an ability to work well with various stakeholders.

2. Tentative Timeline

Date	Activities
1 - 9 Oct 2024	Application open
10 - 11 Oct 2024	Selection & contracting process
14 Oct - 15 Nov 2024	Effective working days

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3. Working Condition:

- This is a short-term, temporary position.
- Working from office (WFO) arrangement only with 8 working hours per day.
- The selected candidates are expected to bring their own working devices (laptop).
- The remuneration for this position is **7,000,000 IDR gross**.

4. Application:

Interested candidates must submit a detailed CV and one-page cover letter (in English) and send your application via email to: scope-he@nuffic.nl with “SCOPE-HE Administrative Assistant” in the subject line. The deadline for applications is on **9 October 2024**. Only shortlisted candidates will be contacted.