



KEMENTERIAN KOMUNIKASI DAN INFORMATIKA RI
SEKRETARIAT JENDERAL
PUSAT KELEMBAGAAN INTERNASIONAL

Indonesia Terkoneksi: Makin Digital. Makin Maju

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Nomor : B-526/SJ.8/KI.01.07/05/2023
Sifat : Segera
Lampiran : 1 (satu) dokumen
Hal : Penyampaian Informasi Lowongan
Pekerjaan sebagai *Executive Asistant of*
Director General IMSO

Jakarta, 17 Mei 2023

Kepada Yth.
Daftar Terlampir
di Jakarta

Merujuk surat Direktur Jenderal (Dirjen) International Mobile Satellite Organization (IMSO), Nomor: 24 tanggal 12 Mei 2023, perihal "*Vacany Notice V.N.23-02, Executive Assistant (G.6)*" sebagaimana terlampir, bersama ini disampaikan bahwa IMSO membuka lowongan untuk posisi *Executive Assistant* yang bertugas di bidang kesekretariatan dan administratif. Kandidat akan bekerja selama 2 (dua) tahun dengan masa percobaan selama 6 (enam) bulan di Inggris.

Kandidat memiliki tugas diantaranya yaitu mengoordinasikan rapat atau pertemuan, mempersiapkan jadwal pertemuan Dirjen IMSO, menyusun dokumen-dokumen administratif, berkoordinasi dengan pemangku jabatan lainnya dan tugas-tugas lainnya sebagaimana terlampir. Lebih lanjut, kandidat diharapkan memiliki kemampuan berbahasa Inggris lisan dan tulisan yang baik, dan dapat menyelesaikan tugas dengan tenggat waktu yang ketat. Selain itu, kandidat setidaknya memiliki pengalaman kerja selama 4 (empat) tahun di bidang kesekretariatan dan administratif.

Sehubungan dengan hal tersebut di atas, mohon bantuannya untuk mendorong pegawai atau anggota yang memiliki kompetensi untuk mengisi posisi dimaksud, serta membantu mendesiminasi informasi perihal lowongan kerja tersebut kepada pihak-pihak yang terkait.

Lebih lanjut, para kandidat yang tertarik dengan lowongan kerja ini, dapat mengirimkan *Cover Letter* dan *Personal History Form* kepada email IMSO di: recruitment@imso.org, selambat-lambatnya pada tanggal **31 Mei 2023**. Adapun format dokumen *Personal History Form* dapat diakses melalui tautan sebagai berikut: <https://imso.org/vacancies-at-imso/>.

Demikian disampaikan, atas perhatian dan kerja samanya, diucapkan terima kasih.



Ditandatangani secara elektronik
KEPALA PUSAT KELEMBAGAAN
INTERNASIONAL
ICHWAN MAKMUR NASUTION

Lampiran I

Nomor : B-526/SJ.8/KI.01.07/05/2023

Tanggal : 17 Mei 2023

DAFTAR PENERIMA SURAT

Kementerian dan Lembaga

1. Direktur Penataan Sumber Daya, Ditjen SDPPI, Kemenkominfo.
2. Direktur Kenavigasian, Ditjen Hubla, Kemenhub.
3. Direktur Sosial Budaya dan Organisasi Internasional Negara Berkembang, Kemenlu.
4. Sekretaris Direktorat Jenderal Kerja Sama Multilateral, Kemenlu.
5. Duta Besar KBRI di London

Asosiasi

1. Ketua Umum Asosiasi Satelit Indonesia (ASSI).
2. Ketua Umum Indonesia National Shipowners' Association (INSA)
3. Ketua Umum Perkumpulan Persatuan Pengusaha Pelayaran Niaga Indonesia (P3N2I)

Universitas

1. Rektor Universitas Indonesia
2. Rektor Universitas Gajah Mada
3. Rektor Universitas Brawijaya
4. Rektor Universitas Negeri Jakarta
5. Rektor Universitas Negeri Malang
6. Rektor Universitas Diponegoro
7. Rektor Universitas Padjadjaran
8. Rektor Universitas Hasanuddin
9. Rektor Universitas Airlangga
10. Rektor Universitas Sebelas Maret
11. Rektor Universitas Sriwijaya
12. Rektor Universitas Andalas
13. Rektor Universitas Sumatera Utara
14. Rektor Universitas Jenderal Soedirman
15. Rektor Universitas Negeri Semarang
16. Rektor Universitas Pelita Harapan
17. Rektor Universitas Tarumanegara
18. Rektor Universitas Atmajaya
19. Rektor Universitas Mercu Buana
20. Rektor Universitas Trisakti



4 ALBERT EMBANKMENT
LONDON SE1 7SR
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Circular Letter No. 24
12 May 2023

To: IMSO Member States

**Subject: Vacancy Notice: V.N. 23-02
Executive Assistant (G.6), Office of the Director General**

The Director General of the International Mobile Satellite Organization has the honour to enclose Vacancy Notice: V.N. 23-02 for the post of Executive Assistant (G.6), Office of the Director General, which is to be filled as soon as possible.

Applications, accompanied by an IMSO Personal History Form and a cover letter of the candidates concerned, should reach the Organization as soon as possible and not later than 31 May 2023.

Executive Assistant (G.6), Office of the Director General

<p>Vacancy Announcement: IMSO 23-02 Date of Issue: 12 May 2023 Deadline for applications: 31 May 2023</p>	<p>Entry on duty: As soon as possible Salary Information: £36,934 net per annum. Salary is free of income tax in the United Kingdom.</p>
<p>Contract information: Fixed term for two years (first 6 months are probationary) with the possibility of further extension, subject to satisfactory performance. Applicants are required to have the right to work in the United Kingdom. For this position candidates are expected to be immediately available or have a short-notice period.</p>	
<p>Purpose of the post Under the direct supervision of the Director General or any other officer appointed by the Director General, the incumbent will carry out specific secretarial and administrative duties to support the work of the office, as assigned. For a detailed job description, please refer to page 2.</p>	<p>Required competencies</p> <ol style="list-style-type: none"> 1. Strong organisational capabilities and initiative to adapt to a broad range of tasks. 2. Advanced knowledge of written and spoken English and ability to draft high quality and accurate documentation. 3. Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines. 4. Ability to adapt to a broad range of tasks with a solutions-oriented approach. 5. Punctuality, tact and ability to maintain confidentiality and deal tactfully in all situations and interactions. 6. High degree of initiative, thoroughness and meticulous attention to details, ensuring accuracy of output.
<p>Professional experience At least four years experience in relevant secretarial roles or administrative support functions. Experience within an international organisation would be an advantage.</p>	
<p>Education Completion of secondary education or equivalent to university entrance standard; higher education would be an asset.</p>	
<p>Language skills Complete proficiency in English. Working knowledge of any other UN languages would be an asset.</p>	
<p>Other skills Excellent computer skills and high level of proficiency in Microsoft Office packages (in particular Excel and Word) are required. Good numerical, proofreading skills and drafting capability.</p>	
<p>How to apply Applications must include a cover letter stating the reasons for applying and relevant experience for the post and must be accompanied by an up-to-date Personal History Form (available to download from IMSO's website - https://imso.org/vacancies-at-imso/). Applications should be sent to the following email address: recruitment@imso.org. <u>Only applications submitted via email will be accepted.</u></p> <p style="text-align: center;">Please state reference IMSO 23-02 as well as the title of the post in the subject line. Your application will be acknowledged only in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.</p>	

MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision and guidance of the Director General or any other officer appointed by the Director General, the successful candidate would be required to provide broad administrative support, duties of which include:

1. Coordinate and track meetings and appointments for the Director General, organise and coordinate related travel arrangements (accommodation, visa, security clearance, meet and greet, etc.).
 2. Prepare and maintain Director General's calendar and a general calendar of meetings and events and advise the Director General of all forthcoming meetings, commitments and appointments providing well-researched briefing notes with relevant background information, drawing attention to particular issues related to the IMSO's work as appropriate.
 3. Organise and maintain the filing system including all confidential files, administrative and finance-related files, project files and other files as appropriate.
 4. Liaise with multiple stakeholders within and outside the Organization, maintain a solid professional network and stay up-to-date with the latest developments in the Organization's mandate and mission.
 5. Assist in preparation of meetings (room booking and other internal logistical procedures), research relevant information and prepare background files for meetings as necessary (including the preparation of tables, graphs, spreadsheets and presentations as necessary), draft minutes and reports.
 6. Provide secretarial support for IMSO meetings, assist in the preparation and the update of IMSO meeting documents, reports and briefs.
 7. Proofread and monitor quality and uniformity of correspondence and where necessary edit all correspondence, documentation and reports to ensure an excellent standard of language, grammar and spelling as well as presentation, in conformity with established IMSO practices.
 8. Assist in preparation of events and prepare relevant press releases.
 9. Perform any other related duties, as may be required by the Director General or any other officer appointed by the Director General.
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INTERNATIONAL MOBILE SATELLITE ORGANIZATION

PERSONAL HISTORY

AFFIX PHOTOGRAPH HERE

INSTRUCTIONS: Please answer every question. **Type or print in ink.** If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

1. Surname				First Name		Middle Name		Maiden Name			
2. (A) Present Residence (Specify City, Province or State, and Country)						(B) Years of Residence					
3. Mailing Address						HOME		OFFICE			
						Tel. No:		Tel. No:			
						Fax. No:		Fax No:			
						E-Mail:		E-Mail:			
4. (A) Place of Birth			(B) Date of Birth			(C) Nationality/Citizenship			(D) Nationality/Citizenship at birth (if different)		
5. Sex (Type x) Male <input type="checkbox"/> Female <input type="checkbox"/>		6. Marital Status (Type x) Single <input type="checkbox"/> Married <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>									
7. Have you any dependants? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "Yes" give following information:											
Name		Date of Birth		Relationship		Name		Date of Birth		Relationship	
8. Have you taken up legal residence status in any country other than that of your nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "Yes", which country?				9. Have you taken any legal steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "Yes", explain fully.							
10. Have you any near relatives who are employed by a public international organization? No <input type="checkbox"/> Yes <input type="checkbox"/> If answer is "Yes" give following information:											
Name				Relationship				International Organization			
11. For what kinds of work do you wish to be considered? (Give Vacancy Notice number if applicable).						12. FOR SECRETARIAL/CLERICAL PURPOSES ONLY Indicate speed in words per minute					
						English		French		Spanish	
						Other languages					
Typing											
Shorthand											

13. LANGUAGES (List mother-tongue first)	READ			WRITE			SPEAK		
	Ex-cel-lent	Good	Fair	Ex-cel-lent	Good	Fair	Ex-cel-lent	Good	Fair
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. **FOR ALL APPLICANTS** Special skills you possess and machines and equipment you can use (including knowledge of computer software applications):

15. Would you accept employment anywhere? Yes No If answer is "No" specify reservations:

16. Are you willing to accept a post requiring travel? Yes No
 If answer is "Yes" indicate: Occasionally Frequently Constantly

17. Would you accept short-term employment? Yes No
 If answer is "Yes" indicate: 1 to 3 months 3 to 6 months 6 to 12 months

18. Have you previously submitted an application for employment with an international organization?
 If answer is "Yes" specify organization and date:

19. EDUCATION: Give full details, using the following space insofar as it is appropriate. **(PLEASE COMPLETE ALL SECTIONS)**

(A) University or equivalent

Name and Place	Years Attended		Degrees and Academic Distinctions	Main Subjects
	From	To		

(B) Schools or other formal education or training from age 14 (e.g. high school, technical school, or apprenticeship)

Name and Place	Type	Years Attended		Certificates, Diplomas Obtained
		From	To	

20. List professional societies, and activities in civic, public or international affairs.

21. List any significant publications you have written (**DO NOT ATTACH**)

22. **EMPLOYMENT RECORD: Starting with your present or most recent post**, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required. Include service in the armed forces.

ALL DETAILS TO BE COMPLETED ON THIS FORM

Dates		Salaries per annum (excl. allowances)		Exact title of your post
From	To	Starting	Final	Duty Station
				Type of Business
Name of Supervisor				Number and kind of employees supervised by you
Name of Employer				Reason for leaving, if applicable
Address of Employer				

Description of your work

Dates		Salaries per annum (excl. allowances)		Exact title of your post
From	To	Starting	Final	Duty Station
				Type of Business
Name of Supervisor				Number and kind of employees supervised by you
Name of Employer				Reason for leaving
Address of Employer				

Description of your work

Dates		Salaries per annum (excl. allowances)		Exact title of your post
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Description of your work				

Dates		Salaries per annum (excl. allowances)		Exact title of your post
From	To	Starting	Final	Duty Station
				Type of Business
Name of Supervisor				Number and kind of employees supervised by you
Name of Employer				Reason for leaving
Address of Employer				
Description of your work				

23. Have you any objections to our making inquiries of your present employer? Yes No

24. REFERENCES: List three persons not related to you who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 22.

Full Name	Full Address (Telephone No. if known)	Business or Occupation

25. LEGAL CONVICTIONS (Include all convictions other than those for minor violations of road traffic regulations)

Charge	Date	Where tried	Conviction

26. State any other relevant facts. Includes information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. **Final appointment will be subject to a medical examination.**

I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or summary dismissal if an appointment has been accepted.

Date:

Signature: