



## Job Description

### **Economic Affairs Officer Embassy of the Kingdom of the Netherlands in Indonesia**

*Updated 06-05-21*

#### **A. General Information**

Position:	Economic Affairs Officer
Embassy:	Jakarta, Indonesia
Salary:	IDR 17.500.000 – 26.500.000
Working Hours:	35
Contract duration:	One year, renewal is possible

#### **B. Tasks**

You work for the Embassy's Economic Department, which focuses on sectors like maritime, health, waste, water management, and climate under the umbrella of the SDG-based Dutch trade policy. Besides general trade promotion the Economic Affairs Officer supports the policy advisors in making sustainability a more integral part of the work of the Economic Department.

##### *1. General trade promotion*

In close cooperation with the policy advisors, you assist in answering individual trade related questions of Dutch companies and assist with the application of trade related instruments that the Netherlands Enterprise Agency (RVO) makes available to support Dutch companies that want to do business with Indonesia. In support of management, you keep oversight of outstanding company requests and RVO instruments.

You set up trade promotional events offline and (currently mostly) online, targeted at informing Dutch companies interested or active in Indonesia, and/or at connecting them to (potential) Indonesian business partners. You also support the organization of Dutch trade missions and other events showcasing Dutch companies, in close cooperation with our partners within the Dutch economic network in Indonesia. You produce trade promotional content for the Embassy's social media and websites, in close cooperation with the communication team.

##### *2. Sustainability*

The Embassy wants to focus more on the theme of sustainability and climate. It does this by seeking even more cooperation between Indonesia and the Netherlands in sectors where the Netherlands has a comparative advantage in supporting Indonesia's sustainable development, such as agriculture, water, waste and renewable energy.

You are expected to represent the Netherlands together with the policy advisors in the area of sustainability and climate. To this end you assist the policy advisors in maintaining contacts with the local authorities, Dutch and local businesses and civil-society organizations by setting up meetings and taking care of the administration. To keep track of relevant developments you will proactively search for and review media reports, do some light desk research, organize webinars and assist in strategic stakeholder mapping on circular economy, climate smart agriculture, water management, climate mitigation and adaptation.

### 3. Other supportive tasks

Besides general trade promotion and supporting the policy officers within the Economic Department you will also work regularly with and support staff of the political affairs, and culture and communications departments in their work related to climate and sustainability.

#### Actual duties

- Offers support on organizing official visits, trade missions, seminars, workshops, fair activities, networking events and other activities;
- Drafts communication materials, especially on events and strategic meetings; and assists in coordination with EKN's communication team;
- Assists in discussions on sustainability, and -as supervised by policy advisors- in conducting research as a basis for policy recommendations to the higher levels in the Embassy;
- Gathers and manages relevant market and policy information for the Dutch sectors in sustainability and assists in advising and supporting Dutch businesses in their approach of the local market. Shares this information with the policy advisors;
- Assists in ensuring that meetings and minutes of meetings are recorded on the Achilles platform;
- Supports the process of preparation of speeches and presentations and compiles information dossiers;
- Deals and assists with trade inquiries of Dutch businesses and informs on market opportunities in Indonesia.

*Please note that shifts in Dutch policy or focus of the Embassy's economic team, may result in changing tasks.*

#### Working Experience and Knowledge

- At least educated at tertiary level;
- Knowledge of management assistance methods, general secretarial/administrative procedures and regulations and knowledge of standard documentation and archiving techniques;
- Skilled in collecting and interpreting data and in compiling information, administrative knowledge, and understanding related organizational and functional relationships;
- General knowledge and understanding on (agriculture) economic affairs;
- Affinity with trade/economic activities, preferably in the sector(s): agriculture, water, energy;
- Previous experience in the broader field of sustainable development is considered an advantage;
- Fluency in English, both written and orally, is a must (NB: this will be tested); in addition, the candidate should be fluent in Indonesian; knowledge of Dutch (or willing to learn);
- Preferably experience in event organization.

#### Competencies / skills Required

- Good organizational skills
- Good communication skills
- Good analytical skills
- Networking
- Team player
- Result oriented
- Accountability
- Integrity

### **C. Working Environment**

The Economic Affairs Officer is employed within the Economic Department, employing four expatriate staff and seven locally recruited employees. The Economic Affairs Officer will directly report to the Head of Department and aside from her/his colleagues within the department.

The Economic Department is responsible for economic diplomacy, especially promoting and facilitating sustainable bilateral trade and investment. The Economic Department is part of the Embassy of the Kingdom of the Netherlands in Jakarta, currently with around 75 staff members. The Economic Department works closely with the *Netherlands Business Support Office* in Surabaya, which has two staff members concentrating on East-Java, and with the two Honorary Consuls in Medan and Surabaya.

The Economic Affairs Officer will work in and from the Embassy under normal circumstances, but is temporarily expected to mostly work from home, for as long as covid19 prevention measures are in place. The nature of the assignment regularly requires staff to work outside of normal working hours and occasionally make duty trips within Indonesia. Occasional travel to project sites and commercially important parts of the country is possible too.

#### Description of Employee

S/he is able to work pro-actively and independently. S/he thinks *out of the box* and takes initiative. S/he combines an affinity with economic developments in Indonesia, and especially with sustainability, with the ability to achieve concrete results for the Dutch public and private sector.

S/he is a team player, and flexible as to the exact assignments and fields covered. S/he is able to work constructively with other colleagues and departments to come to joint events and communication products.

#### Applications

Applications (a motivation letter **and** CV), should be sent to [jak-ea@minbuza.nl](mailto:jak-ea@minbuza.nl) , attention Hans de Brabander, Head Economic Department

#### Deadline for Applications

Deadline for applications is 21 May, 2021