



## Job Description

### Communications Officer in Culture and Communication Department (CC) at the Embassy of the Kingdom of the Netherlands in Jakarta (EKN)

#### A. General Information

<b>Position:</b>	Communications Officer
<b>Embassy:</b>	Jakarta, Indonesia
<b>Department:</b>	Culture & Communication
<b>Salary Scale:</b>	6
<b>Working Hours:</b>	35

#### B. Tasks

##### Main Tasks of the communications officer:

- Contributes to the communication strategy of the Embassy and responsible for content creation for social media posts, campaigns, newsletters etc. based on the EKN and Erasmus Huis (EH) activities.
- Maintains contacts with local press, press agencies and other relevant media.
- Collects com data and analyses the effect of communication and puts this in an overview in order to improve the communication outlets of EKN continuously.
- Supports other EKN departments in effective communication.
- Organizes and executes PR activities around Embassy and Erasmus Huis events in close cooperation with the departments involved.

##### Results to be achieved:

- Communication channels are used effectively and consistently.
- Data and analyses are up to date.
- Event promotions are well planned.
- Missions and events are communicated effectively – indicated by social media exposure/reached.
- Draft press releases and texts written independently.
- Departments within the embassy are satisfied with services delivered.
- Administrative tasks performed effectively and accurately.



### Working Experience and Knowledge:

- Proven knowledge and experience (background) in the field online and offline communication, journalism (at least 2 years of working experience in this sector).
- Clear interest in the field of public diplomacy, governmental related issues.
- Excellent use of computer design software and familiar with Mac iOS software.
- Excellent understanding of photography and videography.
- Knowledge of and experience in social media.
- Fluency in Indonesian and good command of the English language, both written and orally. Knowledge of Dutch is an asset.
- Excellent communication skills;
- Excellent computer skills (Adobe programs).

### Competencies required

- Organizational skills.
- Highly proactive.
- Client focused; service oriented.
- Flexible team player.
- Writing skills.
- Result oriented.
- Integrity.
- Socially sensitive.

### **C. Working Environment**

The communications officer will be employed within the Culture and Communication department (CC), part of the Embassy of the Kingdom of the Netherlands in Jakarta.

The Culture and Communication department consists of three expatriate staff and ten locally recruited staff members. The communication officer will report directly to the deputy Head of the Culture & Communication who oversees all communication & Public Diplomacy. The CC department is under the responsibility of the Head of Culture & Communication / Director Erasmus Huis. The communications officer will collaborate regularly with staff of the other departments (for politic, economic, consular and general affairs).

The embassy is putting more and more emphasis on individual responsibility, pro-active behavior and personal responsibility to staff members. We work in open workspaces and we have other tenants on the embassy's premises.

The Culture and Communication Department is responsible for awareness raising regarding The Netherlands in Indonesia. We focus on communication about Embassy activities and on Netherland's branding.



CC organizes (cultural) events and supports other departments in communications when official delegations from the Netherlands are visiting Indonesia. Use of social media plays an important role, especially in Indonesia.

#### **D. Description of employee**

An efficient and enthusiastic team player, easily taking initiative to approach people, who maintains high standards of accuracy, quality and timelines. Enjoys providing the best possible support to the staff of CC and other departments of the embassy. Can work independently and as part of a team. Is cooperative, has a creative mind and is flexible as to the exact assignments and fields covered. Is willing to work outside regular office hours.

#### Application & Information

If you think you fit the description and want to apply, please send your CV, short motivation, plus a video in which you introduce yourself and explain why you can do the job (show your creativity, max 2 min) to [jak-comm@minbuza.nl](mailto:jak-comm@minbuza.nl). Send all your documents before **9 September 2022 at 12 AM**.