



Jakarta Office

PUBLICATION DATE: 22/02/2024

**APPLICATION FOR PARTICIPATION TO BE UPLOADED WITHIN 15 DAYS OF PUBLICATION
(08/03/2024)**

JOB ANNOUNCEMENT

1 ASSISTANT ACCOUNTANT POSITION

(FOR INDONESIAN CITIZENS OR FOREIGNERS WITH A VALID WORKING PERMIT).

THE MONTHLY GROSS SALARY (PAYED IN IDR) IS EQUIVALENT TO EURO 745 AND THE ANNUAL GROSS SALARY IS INCLUSIVE OF THE THIRTEENTH MONTHLY PAYMENT- Working Time: 9:00am/6:00pm

The Employer is the Italian Trade Agency in Jakarta, Indonesia

The Italian Trade Agency (ITA) is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Economic Development and the Ministry of Foreign Affairs. ICE-ITA provides information, support and advice to Italian and foreign companies.

Additional information about the Italian Trade Agency are available at:

<https://www.ice.it/it/mercati/indonesia/giacarta> (Jakarta Office) and <https://www.ice.it/en/> (HQ)

VACANCY FOR ONE (1) POSITION OF AN ASSISTANT ACCOUNTANT

The Italian Trade Agency – Jakarta Office (ITA) is urgently seeking for the hiring of an Assistant Accountant. The employment agreement becomes permanent only after a positive probation period of three months from the time of signing the contract.

Scope of work and job description, under the direct supervision of the Office's Accountant:

- general services (building management, maintenance and safety)
- economic and legal management of personnel (contracts, salaries, contributions, disputes, preparation of tax and social security obligations)
- archiving and protocolling in/out documents
- administrative activity for the preparation of contracts, market research, comparison of offers, drafting of administrative decisions and contracts, management of contracts archive)
- management of income and payments (preparation of accounting records, operating and promotional budgets, relations with the bank)
- monitoring of payments and invoices, financial planning, treasury and reports for management

The candidate should meet the following requirements:

Indonesian citizens, as well as candidates with different citizenships, including Italian ones, may be admitted to the selection procedures, provided they have tax residency and a permanent residence and work permit in Indonesia.

The candidate must be in possession of:

- permanent residence in Indonesia, with labor permit since 2 years
- high school major in accounting
- proficiency in English (written and spoken)
- proficiency in Ms. Office (Word, Excel, Power Points)
- excellence in interpersonal communication and organizational skills;
- not being convicted of any criminal offense and not having any pending criminal proceedings

Candidates lacking the mentioned minimum requirements will not be considered.

Working address: Italian Trade Jakarta Office, Menara Karya Tower, Jl.Rasuna Said, Blok X-1, Kav. 1-2, 12950

SELECTION PROCEDURES

The Examining Commission will be composed of three members, in service at the Jakarta office of the Italian Trade Agency: the Director of the office, Dr. Paolo PINTO, the Trade Analyst, Ms.Budhiani Pratiwi, the Accountant, Ms.Elyshabet Hutapea, both acting as components. Ms. Hutapea will also act as selection secretary.

The exams will be held in English and include:

1. the written test aims to ensure that the candidate possesses the knowledge appropriately with the role to be filled followed by an oral and practical test. The test will relate to accounting and Italy/EU general knowledge.
2. the oral and practical test are divided into three parts:
 - a. an interview
 - b. a test of language skills, through translation and conversation in english language (and also in italian if the candidate asks it)
 - c. a test on the use of IT tools.

For each of the tests listed above scores and cut-off thresholds will be assigned according to the criteria indicated in this announcement.

Evaluation scale for each prove: 1-10: 10 exceptional, 09 excellent, 08 very good, 07 good, 06 average plus, 05 average, 04 below average, 03 poor, 02 very poor, 01 not suitable. The candidate with a total score under the average (score 05) is not admitted.

Preferential criteria's scores:

- Degree diploma (3 years) in economy/accounting: 3 points
- Degree diploma (5 years) in economy/accounting: 5 points
- Master's degree in accounting: 2 points
- At least two years of work experience in similar jobs – in private or public sector (knowledge in business administration and tender procedures: 2 points
- Italian language fluent knowledge: 5 points

The scores of the three-year degree and the five-year degree do not add together.

Final evaluation: the sum of the scores of first phase and second phase will determine the final ranking.

IMPORTANT NOTICES

1. deadline for submitting applications: 15 days from the announcement's publication (urgent for replacement of staff on maternity leave);
2. method of selection: upon receipt of applications, a score will be assigned to the CV submitted. The 20 candidates with the best scores will be admitted to the written test;
3. method of publication of the selection's ranking: on the web page of the Italian Trade Agency;
4. the winner of the selection will be hired on probation for three months and can become permanent, in case of positive evaluation, only after that period.
5. each phase of the selection will end with a ranking, which will be published on the Jakarta office website.
6. candidates deemed suitable at the end of the written test will be invited to the oral test via an exam diary published on the Jakarta office website.
7. the final selection ranking will be valid for 18 months with the possibility of scrolling through suitable candidates if necessary according to the ranking order.
8. the selection can be suspended, and/or canceled at any moment and for any reasons by ITA Jakarta at its full discretion without generating any moral or legal obligation towards the candidates, including those fully meeting the job requirements.

The hiring will be subject to the authorization issued by the Ambassador of Italy in Jakarta. Please, do note that:

- the employment contract will comply with Indonesian law.
- the Italian Embassy in Jakarta and the Italian Ministry of Foreign Affairs and International Cooperation in Roma will be not responsible for any complaint or claim arising from a possible dispute between ITA Jakarta and the employee.
- no employment relationship can be established between the employees hired by the Italian Trade Agency (ITA) Office in Jakarta and the Italian Embassy in Jakarta or the Italian Ministry of Foreign Affairs and International Cooperation.

HOW TO APPLY

To apply, please fill this application form [ITA JOB APPLICATION FORM](#) and upload the following supporting documents:

- identity document
- tax code
- CV in European format
- copy of Education certificate
- recommendation letter from the previous employer (if any)
- language courses certificate (if any)

Please upload a signed self-certification attesting:

- to possess permanent residence in Indonesia, with labor permit since 2 years
- the absence of criminal convictions and any pending charges

- good health

The winner of the selection will have to replace the self declaration with a certificate issued by the competent authorities. No application arriving beyond the deadline can be accepted.

PERSONAL INFORMATION COLLECTION STATEMENT

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance Purposes of Collection 1. Please note that it is mandatory for you to provide the personal information (“Personal Data”) requested in this form. If you fail to provide the required data, your application may not be accepted. 2. Personal Data provided in this form will be used by ITA Jakarta for one or more of the following purposes: a. verification of identity and background checks for recruitment purposes; b. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Jakarta; and c. any other purposes agreed by you. Transfer of personal data: 3. Personal Data collected will be kept confidential but, subject to the provisions of any applicable law, may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Indonesia) from time to time for the purposes set out above: a. internal auditing bodies of ITA-HQ in Rome and/or ITA Jakarta; b. legal advisers and other professional advisers engaged by ITA Jakarta; c. persons to whom ITA Jakarta is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and d. persons to whom ITA Jakarta is required to disclose Personal Data by any policies and measures implemented by ITA Jakarta for prevention or detection of any unlawful activities or suspicious activities. Access and Correction of Personal Data 4. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA Jakarta’s Personal Data Protection Officer at privacy@ice.it.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
 Trade Promotion Office of the Italian Embassy

Application for participation in the selection of 1 ASSISTANT ACCOUNTANT with a permanent contract at the Jakarta office of Italian Trade Agency.

PLEASE SIGN AND UPLOAD THIS DECLARATION at the link [ITA JOB APPLICATION FORM](#); upload also the required documentation (identity document, tax code, CV in European format, copy of Education certificate, recommendation letter from the previous employer (if any), language courses certificate (if any))

The undersigned

NAME.....

SURNAME.....

BIRTH PLACE.....

DATE OF BIRTH.....

ID NUMBER.....

TAX CODE NUMBER.....

RESIDENCE IN INDONESIA SINCE.....

Declares

1. to be a citizen _____
2. to possess permanent residence in Indonesia, with labor permit since 2 years
3. of not having received criminal convictions and not having pending charges in Indonesia and in other states
4. to be in possession of the following qualification _____
5. to be in good health
6. that the data of the attached curriculum are true and correspond to reality

Authorizes the collection of personal data for the proceedings in progress

Date, _____

The Declarant: (signature) _____