



VACANCY ANNOUNCEMENT

The Embassy of the Republic of Tunisia in Jakarta is offering a job opportunity for an Indonesian national for the position of:

Assistant to the Ambassador

Requirements:

- Indonesian national,
- Male/Female, maximum 30 years old,
- Fluency in French and English,

Duties and Responsibilities:

- Provide secretarial support and manage the schedule of the Ambassador.
- Organize and coordinate protocol procedures of the Embassy and ensure follow-up with relevant authorities.
- Prepare official correspondence, messages, and letters of the Embassy.
- Coordinate appointments, meetings, and official visits with relevant institutions and diplomatic missions of the accredited countries.

Benefits:

We offer a competitive salary and benefits, including BPJS, THR, and 21 days of annual leave.

Application Procedure:

Interested candidates are requested to submit the following documents:

- Letter of Application
- Curriculum Vitae (CV)
- Copy of Identity Card (KTP)
- Certified University Diploma

Applications should be sent by email to: tunjakarta@gmail.com, no later than March 22nd, 2026.