Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Außenstelle Jakarta
DAAD Regional Office Jakarta

VACANCY

Administrative Assistant
EU Mobility Programme for Myanmar (EMPM)
DAAD Regional Office Jakarta

The DAAD Regional Office Jakarta is seeking a qualified candidate for the position of **Administrative Assistant** for the EU Mobility Programme for Myanmar (EMPM). The position is based in Jakarta, with an expected start date of 1 April 2026.

Background

The EU Mobility Programme for Myanmar (EMPM) supports the development of Myanmar's next-generation human capital by expanding access to education and training through online learning and mobility opportunities for students and young professionals. EMPM enables Myanmar students to pursue studies through on-site and online modalities. The programme is currently in its final year and will be implemented until December 2026. EMPM is implemented by DAAD in cooperation with Campus France and Nuffic as consortium partners.

About the Position

The Administrative Assistant provides hands-on administrative and operational support to the EMPM Programme Management Unit (PMU). The role is specifically designed to relieve programme and technical staff from repetitive administrative work, enabling them to focus on content-related project implementation.

The position focuses on operational preparation, coordination and documentation, particularly related to travel arrangements and routine administrative processes. All financial assessments, eligibility decisions and donor reporting remain the responsibility of the Finance Manager.

The role involves handling a high volume of routine administrative tasks, especially during peak activity periods.

Key Responsibilities

Administrative support to EMPM implementation

- Provide general administrative and operational support to the EMPM PMU and day-to-day programme operations.
- Support the Scholarship Officer in the administration of EMPM scholarships.
- Coordinate and administer travel-related processes, including:
    - organising flights and other transport,
    - supporting travel planning and scheduling,
    - liaising with travel agents and service providers,
    - collecting, checking for completeness and organising travel documentation and receipts,
    - preparing travel documentation files in line with project and donor requirements (preparatory work only; no financial or eligibility assessment).
- Maintain travel trackers, checklists and administrative logs to ensure systematic follow-up and documentation.

- Collect, track and organise supporting documents for reporting and audit purposes.
- Assist in the selection or extension process of EMPM scholarships.
- Support the monitoring and documentation of scholarships payments.
- Maintain, track and update information received from stakeholders (e.g. students, service providers, partners) in accordance with DAAD information management standards, GDPR, EU policies and applicable local legislation.
- Perform logistical and organisational tasks as required, including:
    - drafting and sending invitations,
    - supporting participant registration and event logistics.
    - coordinating venues and service providers for meetings and events.
- Support the preparation and organisation of visibility and event materials.
- Assist with the regular updating and maintenance of monitoring and evaluation (M&E) data from an administrative perspective.

Other tasks related to EMPM may be assigned by the **EMPM Finance & Administration Manager** or the **Scholarship Officer** within the scope of administrative support.

Qualifications and Competencies

- Post-secondary education, students in their final semester or undergraduate degree in any discipline (including but not limited to Social Sciences or Humanities). Relevant work experience may be considered in lieu.
- Good written and oral communication skills.
- Proficiency in Office 365 applications (e.g. MS Word, Excel, Teams, SharePoint, Outlook).
- Fluency in English (written and spoken); knowledge of German is an asset.
- Strong organisational skills, with the ability to handle routine administrative processes efficiently.
- Ability to multitask and manage time effectively.
- Willingness to learn and good interpersonal skills.
- Previous experience in donor-funded projects is an advantage.

Contract and Benefits

The position is offered as a limited-term assistant contract of 9 months, with monthly gross remuneration of IDR 10,509,292. Additional benefits include BPJS (national health insurance and social security), statutory paid leave in accordance with the Indonesian Labour Law, an annual wage supplement and severance payment equivalent to one month's salary per year and one day of home office per week. Please note that this is a local position.

Application

Interested candidates are invited to submit their applications highlighting their suitability for the position, together with:

- a brief motivation/cover letter
- a detailed CV,
- Scanned copies of educational certificates and transcripts
- Scanned signed work references (if available).

Applications should be sent by email to empm@daad.de with '**EMPM Administrative Assistant**' in the subject line.

The application deadline is **18 February 2026 (11.59 p.m. UTC+7)**.
Only shortlisted candidates will be notified.