EMBASSY OF THE REPUBLIC OF FIJI JAKARTA, INDONESIA

VACANCY: *(LOCALLY ENGAGED STAFF)*

TECHNICAL ASSISTANT - CONSULAR & CULTURAL OFFICER FIJI EMBASSY JAKARTA

VACANCY NUMBER: 01/2026

The Embassy of the Republic of Fiji in Jakarta, Indonesia, invites suitably qualified and eligible applicants for the above full-time position.

BRIEF OVERVIEW: FIJI MISSION JAKARTA

Established to strengthen bilateral relations between the Republic of Fiji and the Republic of Indonesia. The Embassy serves as Fiji's diplomatic mission to Indonesia. Located in Jakarta, the Embassy is dedicated to serving and promoting Fiji's strategic interests and priorities in the areas of political economy, resilient development, security, cultural exchanges (to strengthen people-to-people connections), and educational ties with the Republic of Indonesia, Singapore, the Philippines, and Timor-Leste.

POSITION PURPOSE

The Cultural and Consular Officer plays a pivotal role in advancing the Fiji Embassy's public diplomacy in Jakarta**.** The position is responsible for promoting Fijian culture and traditions, providing consular support, and maintaining effective working relationships with Immigration authorities in Fiji. The role includes organising and supporting cultural performances and promotional events, as well as participating in trade and tourism activities across Indonesia and other countries of accreditation. The incumbent is also required to prepare basic reports on consular matters and cultural initiatives to enhance service delivery. In addition, the role supports the Embassy's operations through administrative and clerical duties, including driving, delivery of official and diplomatic documents, and assisting with logistics for visiting VIPs, officials, and staff during peak periods.

PARTICULARS OF THE POSITION

Position Level:	**Technical Assistant (Consular and Cultural Officer)**
Salary range:	An attractive renumeration package including medical coverage will be provided to the successful candidate
Duty Station:	Fiji Embassy Jakarta
Reporting Responsibilities	
a) Reports to:	Ambassador / Counsellor
b) Liaises with:	All Diplomats
c) Subordinates:	Nil

KEY DUTIES AND RESPONSIBILITIES

1. Coordinate and deliver Fijian cultural performances and displays to promote Fiji's identity and strengthen international relations.
2. Build and maintain effective relationships with community groups, artists, schools, and other stakeholders to support cultural and diplomatic initiatives.
3. Provide accurate information on Embassy services and facilitate consular assistance to clients and visitors.
4. Liaise with relevant Fiji Immigration authorities and support the processing and coordination of consular-related matters.
5. Deliver administrative support including logistics coordination, document handling, and general office operations.
6. Provide driving services for official duties, including transportation of diplomatic staff, visiting dignitaries, and delivery of official documents.
7. Assist in organising official events, meetings, and visits, including protocol arrangements and support for dignitaries.
8. Maintain confidentiality, uphold Ministry policies and diplomatic protocols, and perform additional duties as assigned, including participation in Fijian traditional activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Record and reporting of all cultural performances and diaspora community engagement undertaken in the Mission
2. Timely provision and reporting of consular services provided at the Mission
3. Timely provision and reporting of administrative and logistical support

PERSON SPECIFICATION

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3 years' experience in a relevant field to the position
2. A friendly and confident personality
3. High standard of personal presentation and reliability
4. Deal with queries and concerns with tact and sensitivity.

Skills and Abilities:

1. Demonstrated attention to detail. Organization and analytical skills
2. Demonstrated ability to manage a demanding workload and tight deadlines
3. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels
4. Good written and verbal communication skills, including public relations skills
5. A good working knowledge of Microsoft Office, particularly Word, Excel, and PowerPoint
6. Service-oriented approach and ability to maintain stakeholder relationships.
7. Familiarity with Southeast Asian (specifically Indonesian) culture and customs, and basic conversational proficiency in Bahasa Indonesia

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be of good character, with a proven background that demonstrates their past commitment to organisation policies and values. Applicants must also be in sound health, with a clean police record as the successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Embassy in Jakarta shall be absolved from the payment of any related travel, relocation or billeting costs, including the renewal of personal official documents for citizens from the host country. The Fiji Embassy is an Equal Employment Opportunity Employer. We encourage applications from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of applicants.

HOW TO APPLY:

To apply for the above role, please provide:

1. Application covering letter of no more than two pages;
2. Recent curriculum vitae (CV);
3. Certified Academic transcripts; and
4. At least three references (one being either a current or recent supervisor).

Please note that incomplete applications and applicants who do not meet the KESA (Selection Criteria) addressed will not be considered. Only shortlisted candidates will be notified of the interview date. If interested, please submit your application with the necessary supporting documents to info@fijiembajak.com

CLOSING DATE OF VACANCY: *10th November 2026 5pm (Indonesia Time)*