EMBASSY OF THE REPUBLIC OF FIJI JAKARTA, INDONESIA

VACANCY:
COMMUNICATIONS AND ADMIN OFFICER
FIJI EMBASSY JAKARTA *(LOCALLY ENGAGED STAFF)*

VACANCY NUMBER: 02/2026

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 Communications and Administrative Officer plays a pivotal role in managing the Embassy's public information, digital presence, and core daily operations in Jakarta. The position is responsible for executing the Embassy's public diplomacy and communications strategies, managing official media and social media channels. Additionally, the role provides comprehensive administrative, clerical, and operational support to ensure smooth embassy management. The incumbent is required to handle official correspondence, manage records, coordinate vendor relations, and support logistics for visiting VIPs, official events, and general office functions.

PARTICULARS OF THE POSITION

Position Level:	**Communications and Admin Officer**
Salary range:	An attractive remuneration package including medical coverage will be provided to the successful candidate
Duty Station:	Fiji Embassy, Jakarta, Indonesia
Reporting Responsibilities	
a) Reports to:	Ambassador / Counsellor
b) Liaises with:	All Diplomats
c) Subordinates:	Nil

KEY DUTIES AND RESPONSIBILITIES

1. Manage the Embassy's official website, social media platforms, and digital content to effectively promote Fiji's foreign policy, trade, and cultural initiatives.
2. Draft press releases, speeches, newsletters, and public statements, ensuring all public-facing content aligns with Fiji Government policies and diplomatic protocols.
3. Monitor local and international media coverage relevant to Fiji's strategic interests and provide timely updates to Embassy leadership.

4. Provide comprehensive administrative support, including managing incoming and outgoing correspondence, filing systems, and digital records database management.
5. Coordinate the procurement of office supplies, manage relations with local service providers and utilities, and oversee general office maintenance.
6. Provide front-of-office support by handling phone queries, managing the Embassy's general email inbox, and welcoming official visitors.
7. Assist in the logistical planning, invitation management, and administrative coordination for official events, receptions, bilateral meetings, and VIP visits.
8. Maintain strict confidentiality, uphold Ministry policies and diplomatic protocols, and perform additional operational duties as assigned by Embassy leadership.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely creation, update, and delivery of high-quality digital content and media monitoring reports.
2. Efficient management, accurate recording, and timely dispatch of all official correspondence and administrative records.
3. Smooth execution of routine office procurement, vendor management, and logistical coordination for embassy events.

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 public relations, corporate communications, media management, or high-level administrative roles.
2. Proven experience in digital content creation, social media management, and handling media relations.
3. Strong familiarity with corporate office procedures, record keeping, and basic financial or procurement processes.
4. Experience working in an international or diplomatic environment is highly desirable.

Skills and Abilities

1. Exceptional written and verbal communication skills in English, with the ability to draft clear, concise, and professional content.
2. High proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience with digital design tools, website management, or social media platforms.
3. Strong organizational, multitasking, and problem-solving skills with demonstrated attention to detail.
4. Ability to work effectively under pressure, meet tight deadlines, and adapt to changing operational demands.
5. Excellent interpersonal skills with the ability to work within a multicultural team and maintain professional relationships with stakeholders.
6. High standard of personal presentation, reliability, integrity, and absolute discretion in handling sensitive information.
7. 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 organization 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)*