



SEKRETARIAT JENDERAL
DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA
JLN. JENDRAL GATOT SUBROTO JAKARTA KODE POS 10270
TELP (021) 5715 349 FAX (021) 5715 423/5715 925, WEBSITE : www.dpr.go.id

VACANT POSITION : Expert Staff for BKSAP DPR RI

The Committee for Inter-Parliamentary Cooperation (Badan Kerjasama Antar Parlemen - BKSAP) is the body in DPR RI which has the task to promote parliamentary diplomacy at bilateral, regional and international level. The current increasing activities of parliamentary diplomacy and the dynamic of international politics needs greater role of the Committee.

The Committee invites committed, intellectual, hard-working, and highly motivated individual to fulfill the vacant post of **fulltime Expert Staff** for the Committee for Inter-Parliamentary Cooperation DPR RI.

The position will be based on contract until 2019 and renewable.

Duties and Responsibilities

1. Tracking current issues and events within the international politics;
2. Analyzing international issues in relations with parliamentary diplomacy in bilateral, regional and international scope;
3. Preparing position papers on social and political affairs, such as gender issues, MDGs, poverty, disaster, education, health, environment, human rights, international trade, international economy, peace and security, global partnership, etc.

General requirement :

1. Maximum age is 60 years
2. Good conduct (police clearance)
3. Never be dismissed not with respect from previous employment
4. Physically and mentally healthy and drug-free
5. Not concurrently work for other agency / institution
6. Willing to sign the integrity pact once admitted

Required Skills and Experience

1. Post graduate degree, majoring in international politics/ international economy/ international law/ international strategic and security studies/ or regional studies with GPA minimum 3 (4 scale), **preferably from overseas university;**
2. Strong written and spoken skill in English (with minimum TOEFL score 550 or IELTS Score 6,5)
3. Having few years of experience in related field (e.g. research centre/international institutions/academic institutions) is a must
4. Knowledge of other foreign language will be an advantage.

Benefits

1. Exposure to international parliamentary networks;
2. Overseas trips;
3. Salary IDR 112 million per annum (before tax and BPJS);
4. Acces to healthcare facilities.

Please send cover letter and CV to :

Sekretaris Jenderal DPR RI

Gedung Sekretariat Jenderal DPR RI, Jl. Jend. Gatot Suboro, Jakarta

By email to : tu_bksap@dpr.go.id no latter than **31 March 2017**

**Only shortlisted candidates will be called for the assesment,
please do not apply if you are not eligible**

KELENGKAPAN PERSYARATAN TENAGA AHLI DPR RI		CHEK LIST
1.	Fotocopy ijazah asli, berpendidikan S2 dengan Indeks Prestasi Kumulatif (IPK) minimal 3 (tiga);	
2.	Fotocopy transkrip nilai;	
3.	Fotocopy Surat Keterangan Catatan Kepolisian (SKCK) yang masih berlaku/terbaru	
4.	Fotocopy Surat berbadan sehat yang masih berlaku/terbaru	
5.	Fotocopy Kartu Tanda Penduduk (KTP), usia paling tinggi 60 tahun	
6.	Fotocopy Kartu Keluarga (KK);	
7.	Fotocopy NPWP;	
8.	TOEFL	
9.	Fotocopy Surat Keterangan Bebas Narkoba dari Dokter Rumah Sakit yang masih berlaku/terbaru;	
10.	Membuat Surat Pernyataan sebagai Tenaga Ahli DPR RI di atas meterai	
11.	Membuat Surat Pernyataan sebagai Warga Negara Indonesia (WNI), tidak pernah dihukum penjara dan tidak pernah diberhentikan tidak dengan hormat sebagai PNS/TNI/Kepolisian RI/Pegawai Swasta diatas meterai;	
12.	Membuat Pernyataan tidak memiliki hubungan darah atau kekeluargaan dengan anggota DPR RI yang bersangkutan sampai dengan derajat ketiga diatas meterai;	
13.	Menandatangani Pakta Integritas diatas meterai;	
14.	Pas Foto ukuran 4 x 6 sebanyak 4 lembar (berwarna dengan latar belakang biru);	
15.	Menyerahkan Surat Rekomendasi;	
16.	Menyerahkan Surat untuk mendapatkan Tunjangan Keluarga;	
17.	Menyerahkan Surat Lamaran;	
18.	Menyerahkan Formulir Data Diri;	
19.	Menyerahkan No. Rekening BNI.	
<p>Catatan :</p> <p>Nomor 1 – 8 harus diserahkan/dikirimkan bersama berkas lamaran</p> <p>Nomor 9 – 19 boleh disusulkan apabila sudah diterima</p>		