

KEY SELECTION CRITERIA RESPONSE FORM

ICLEI Indonesia Office (IO)
Communication Officer



Please complete this form with your responses to the Key Selection Criteria. Submit the completed form along with your Cover Letter, CV, and other supporting documents through email with subject **CO_ICLEI – [your name]** no later than **18.00 WIB on Friday/ 31 May 2019**, to: iclei-indonesia@iclei.org.

Please use English for all communications. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.

Please ensure to send all documents in **one .pdf file**.

CONTACT DETAILS

Full name :

Address :

City:..... Province:

Email :

Mobile phone :

LinkedIn account :

Available start date :

REFEREES

Please list at least one professional referee. Wherever possible, referees should be current (preferably your most recent supervisors or managers) and be able to provide information on your appropriateness for the position.

Referee 1

Full name :

Organization/ Designation : /

Relationship to the applicant :

Current email address :

Current phone number :

Permission to contact? : Yes No

Referee 2

Full name :

Organization/ Designation : /

Relationship to the applicant :

Current email address :

Current phone number :

Permission to contact? : Yes No

COMPUTER and LANGUAGE COMPETENCY

Please rate your competency as by checking the most appropriate box.

Computer Competency	Advanced	Inter-mediate	Basic/ None
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Adobe Photoshop			
.....			
.....			

Language Competency	Fluent	Working	Limited/ None
Indonesian			
English			
.....			
.....			
.....			

KEY SELECTION CRITERIA

Applicants that do not address the following criteria may not be considered. Answers should be brief (no more than 300 words) but include at least one example from your previous experience. Your responses should reflect the position's objectives and your understanding of the context of this position.

Education

- Master Degree in Journalism, Development Communication, Mass Communication, Communication Arts, Sociology, and related fields. Other courses may be considered provided that it is supported with equivalent professional experiences
- Minimum of two-year working experience in the field of communications, with particular emphasis on news writing, copy editing, events coverage, and desktop publishing.
- Solid background on environment and climate change will be an advantage.

(no more than 300 words)

Working Competencies

- Proficiency in Microsoft Office and desktop publishing software (Adobe Photoshop, InDesign, Illustrator) programs is a must
- Experience in website management and knowledge on the use of content management systems such as Typo3, Joomla, WordPress and Mailchimp is a must.
- Experience in photography and videography is preferred
- Ability to handle multiple tasks without compromising both the quality of output/s and project deadlines
- Creative, motivated, with keen attention to detail, and highly organized.

(no more than 300 words)

Corporate Competencies

- Demonstrates commitment to ICLEI’s vision, mission, and values
- Ability to work in international environment, independent, proactive and has willingness to learn
- Creative, passionate in sustainable development, self-motivated, with keen attention to detail and highly organized
- Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising quality and timeliness of deliverables
- Must be willing and able to travel domestically and internationally
- Ability to work under pressure and express one’s self articulately and with tact
- Addresses conflicts proactively; continuously strive for mutually acceptable solutions.
- Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment.

(no more than 300 words)

OPTIONAL QUESTIONS

Questions in this part aim to assist us in evaluating responses to our advertisement. You may opt to leave it blank.

- I identify myself as female male
- My nationality is Indonesian
 non-Indonesian. Please mention:
- I was born 1980 or prior between 1981 and 1990 1991 or after
- I identify myself as single married separated/ widow
- I identify myself as Living with disability. Please mention:
- I **first** learn of this ICLEI World Secretariat website
vacancy from? ICLEI Southeast Asia website
 Mailing list. Please mention:
 Social media
 Friends/ relatives
 Other. Please mention: