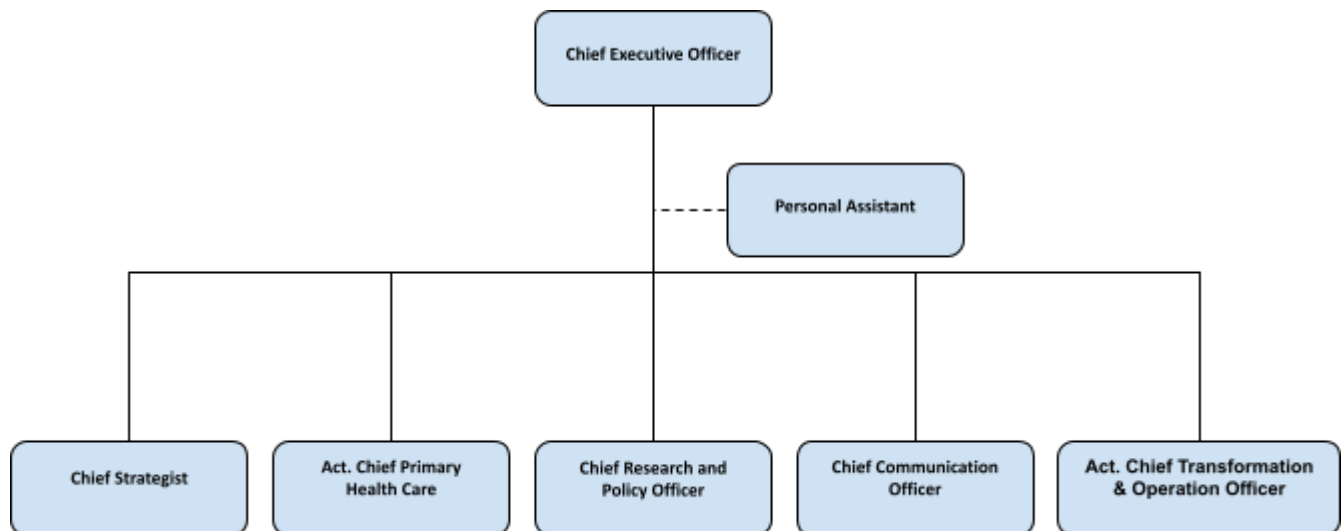


Scope of Work	
Position	: Personal Assistant
Department	: CEO
Employee Type	: Contract
Revision Date : 6 Nov 2024	

I. SUMMARY OF ROLE:

Provide comprehensive administrative and organizational support to the CEO, ensuring efficient management of the CEO's engagements, travel plans, and day-to-day requirements. The Personal Assistant will facilitate communication with external and internal stakeholders, oversee specific projects, and handle logistical arrangements as needed.

II. ORGANISATION CHART:



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Schedule and Travel Management	<ul style="list-style-type: none"> • Manage and organize the CEO's schedule, particularly for external invitations and engagements. • Circulate received invitations and coordinate with relevant stakeholders to ensure proper scheduling. • Confirm attendance and travel arrangements with event organizers. • Prepare detailed travel plans, including accommodation and transportation arrangements. • Handle ticketing for international travel, ensuring compliance with visa and documentation requirements. 	<ul style="list-style-type: none"> • Manage and maintain CEO's schedule and travel plans with seamless coordination with internal teams and external parties for various engagements.
Monitoring the Progress of the New Building Renovation	<ul style="list-style-type: none"> • Monitor the progress of the new building renovation by attending related meetings with vendors. • Archive and manage documentation for vendor payments. • Ensure all updates and documentation are organized and easily accessible. 	<ul style="list-style-type: none"> • Efficient documentation and monitoring of the new building renovation, with timely reporting on progress.
Assisting CEO	<ul style="list-style-type: none"> • Facilitate the CEO's needs for accommodation, transportation, meals, and other requests. • Provide reminders and ensure all necessary preparations are in place one day before scheduled activities. • Act as a liaison between the CEO and other departments or external contacts, ensuring smooth communication and coordination. 	<ul style="list-style-type: none"> • Proactive assistance with the CEO's daily needs, ensuring all logistical arrangements are handled effectively.
Administrative and Logistical Support	<ul style="list-style-type: none"> • Handle correspondence and communications based on CEO approval. • Organize and maintain an efficient filing system for the CEO's documents and records. • Support the CEO in preparing reports, presentations, and any necessary documentation. 	<ul style="list-style-type: none"> • Organized and accessible archives for all relevant documents and communications.

IV. WORKING RELATION

	ROLE/POSITION
INTERNAL	All Departments
EXTERNAL	Stakeholders, Partners, Donors, Policy Makers, etc.

V. QUALIFICATIONS

A. Minimum Qualifications (for external applicants):

- Bachelor's degree in Business Administration, Communication, or a related field.
- Minimum of 3 years of experience in a personal assistant or executive assistant role.
- Proficiency in travel management systems and international ticketing.
- Proficiency in google ecosystem and other relevant software.
- Excellent written and verbal communication skills in both Bahasa Indonesia and English.

B. Minimum Qualifications (for internal applicants):

- Bachelor's degree in any field.
- Minimum of 2 years of service with CISDI.
- The current position is officer level.
- Excellent written and verbal communication skills in both Bahasa Indonesia and English.

C. Competencies

- Strong organizational, multitasking, and problem-solving skills.
- High level of discretion and ability to maintain confidentiality.
- High attention to detail and strong time-management skills.
- Proactive, flexible, and able to work independently.
- Strong interpersonal skills with the ability to build effective working relationships.
- Adaptability to changing priorities and a fast-paced work environment.
- A people person with strong understanding of service orientation, relationship building and networks maintenance