**IESR APPLICATION FORM**

**Position: External Affairs, Event and Stakeholder Coordinator**

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| PART ONE: CONTACT DETAILS |
| Full Name:  |  |
| Current Address:  |  |
| Permanent Address:  |  |
| Citizenship  |  |
| Email Address: |  |
| Social Media (twitter, IG, others): |  |
| Telephone: |  |
| How did you find out about this vacancy? \* | Internet  | Newspaper | Others |
| Please specify which internet site, newspaper, or specify “other” source: |

\*) Select one

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| PART TWO: BACKGROUND  |
| Educational background: | *(list all your educational history after high school)* |
| Working history: | *(list all your past working history and the length of each work)* |
| Internship/Training/Award:  | *(list any relevant internships/trainings/award you had in the last 7 years, if any)*  |

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| PART THREE: KEY REQUIREMENT |
| Please explain that your core competences meet all requirement listed in the left column.  |
| A minimum of 3 years professional experiences  | *what did you do in your previous works?* |
| Excellent written skill, and proficiency in Indonesia and English  | *List name of 3-5 writing publication (paper, blog, etc.) you had in past years, in Indonesia and English.*  |
| Good computer skills, possess skill on graphic design software or other tools |  |
| Familiar with energy issues |  |
| Other competency that you might think relevant to this position: (please list in this column, and explain it in the next column) |  |

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| PART FOUR: QUALIFICATION  |
| Please explain your qualifications against all qualifications listed in the left column, write relevant examples to make your point.  |
| Has strong communication background, with previous experience in communication and/or stakeholder’s engagement within an organization |  |
| Demonstrate good knowledge and understanding on public engagement, communication strategy, communication techniques, both conventional and digital |  |
| Demonstrate ability to craft relevant message for different audiences |  |
| Proven skills in managing and demonstrate good knowledge and understanding on public engagement and communication strategy |  |
| Take charge of self-development and take initiative |  |
| Demonstrate ability to work in team and maintain effective working relation with co-workers.  |  |

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| PART FIVE: REFEREE CONTACT DETAILS |
| In submitting an application for this position, you grant IESR a permission to contact any of your past employee at any time during the assessment and selection process. It is essential that you provide two referees from recent employment with their contact details who can give detailed comments regarding your background and experiences relevant to this position.  |
| **Referee 1** | **Referee 2** |
| Name: Title:Organization: Address:Telephone:Email: | Name: Title:Organization: Address:Telephone:Email: |

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| PART SIX: APPLICANT RENUMERATION PROPOSAL |
| This position has been classified as middle level in IESR’s salary structure. Candidates are requested to propose basic salary based on professional experience and salary histories. The successful candidate may also be eligible for allowances and other support cost.  |
| **Latest basic salary and THP (Rp)** |  |
| **Propose basic salary (Rp)** |  |
|  |  |
| **Signed** | **Date** |

If you have any questions with regard to your application, please contact: recruitment.iesr@gmail.com with subject: Queries for Political Advisor

**PLEASE ATTACH A COPY OF YOUR LATEST CV**