

## **Energy System Transformation Program Administrative Assistant Internship**

### **Objectives**

The objective of the internship is to assist and support administrative work in the day-to-day Energy System Transformation (EST) Program's activities. This includes assisting in doing the menial tasks in preparing, carrying out, and reporting activities under different

### **Scope of works**

The intern will be tasked with completing administrative tasks with the support of the EST Program Officer. The intern shall:

1. Activity Preparation
  - a. Contributing to the general rehearsal
  - b. Printing supporting documents
2. Activity Support
  - a. Notetaking
  - b. Taking documentation needs, if any
3. Activity Report
  - a. Receipt gathering & tracking expenses
  - b. Recap the attendance form
  - c. Preparing the activity report draft
4. Other Administrative Needs
  - a. Follow-up data & information for the contract process
  - b. Preparing the bidding documents draft
  - c. Inputting details into the prepared contract template

### **Required qualifications and competences**

- An undergraduate student from any major, preferably in their final year.
- Fresh graduates are also welcome to apply
- Excellent at administrative and supporting work
- Have a high level of attention to detail

### **Intern Arrangement Details**

**Duty Station:** Jakarta (the intern is required to work from the office and remotely from home)

**Working Hours:** 5 working days per week, 7 (seven) working hours per day

**Expected Joining Date:** 14 July 2025

**Duration of Internship:** 3 to 6 months

### **Remuneration**

The intern will follow IESR regulations and receive a stipend intended to cover meals and transport allowances.

### **Application & Terms**

To apply, please complete the Job [Application form here](#) and send your application letter, resume/CV, and portfolio (if any).

Interested candidates shall submit the application form, a resume, and a motivation letter to [falah@iesr.or.id](mailto:falah@iesr.or.id) and [irwan@iesr.or.id](mailto:irwan@iesr.or.id) before **22 July 2024, 23.59 GMT+7**.

Please put “**Internship - EST Admin Assistant**” as the subject of your email.

*Only short-listed candidates will be notified.*