

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 and irwan@iesr.or.id before **9 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.