



Position opening

LANGUAGE EXAM AND COURSE ASSISTANT

Goethe-Institut Jakarta
Full-time position

Goethe-Institut e.V. is the world-wide cultural institute of the Federal Republic of Germany. We promote the study of the German language abroad and actively foster international cultural cooperation. Further, our mission is to convey a comprehensive image of Germany through information about its cultural, social and political life.

Goethe-Institut Jakarta is looking for a dedicated colleague as **“Language exam and course assistant”** to begin August 1, 2024.

Your tasks include primarily:

- Exam Planning, Organization and Implementation
- Preparing and Archiving Exam Documents
- Providing Consultation for Prospective and Current Exam Participants
- Handling Exam Registration
- Assisting in programs from other related departments at the Goethe-Institut, such as: Educational Cooperation Department (BKD), partner schools (PASCH), and other external exam venues
- Assisting in the operational activities of language courses

You have the following prerequisites:

- Minimum education of D3-S1 (Language/Literature, Management, or related fields)
- Proficiency in Indonesian and English (German proficiency preferred)
- Ability to operate a computer, email, and Microsoft Office (Excel, Word, PowerPoint)
- Good communication skills
- Ability to work well in a team
- Honest and responsible

We offer:

- Multi-faceted and interesting work in a dedicated team
- Adequate remuneration aligned with the local salary scale of Goethe-Institut Indonesien
- Social and health insurance

Application procedure:

- Please submit your application with the appropriate documents (letter of motivation, CV, references) in a single PDF file to welly.kristianto@goethe.de.
- The deadline for applying for this position opening is **July 26 2024**. Please note that applications received after the submission deadline cannot be taken into consideration.

Goethe-Institut Indonesien

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