



**KANTOR DAGANG DAN EKONOMI INDONESIA DI TAIPEI**

**INDONESIAN ECONOMIC AND TRADE OFFICE TO TAIPEI**

**駐台北印尼經濟貿易代表處**

**ANNOUNCEMENT  
RECRUITMENT OF LOCAL STAFF**

The Indonesian Economic and Trade Office (IETO) in Taipei open opportunities for Indonesian citizens and Taiwanese who are eligible to join as Local Staff at IETO-Taipei at Trade Department, Immigration Department, Labor Department, Administration Department (Legalized Documents) and Personal Assistant.

**I. Qualifications:**

1. Male or Female;
2. Age 22 years - 40 years;
3. Has a valid identity and residence permit in Taiwan;
4. Minimum bachelor degree;
5. Have good Mandarin skills (oral and written) and English;
6. Having good basic computer (MS Office) capabilities;
7. Good conduct, never involved in criminal acts, both in the territory of the Republic of Indonesia, Taiwan and other countries;
8. Never involved in using narcotics and / or illegal drugs;
9. Willing to work at IETO-Taipei according to applicable regulations.

**II. Application Document**

The complete application documents that must be submitted are as follows:

1. Job application letter;
2. Curriculum vitae and work experience (if you have ever worked);
3. Copy of passport;
4. Photocopy of ARC / ID Taiwan;
5. Photocopy of the last certified certificate;
6. Photocopy of certificate of Chinese and English skills;
7. 2 pieces of 2 inch color photographs;
8. A statement letter never involved in drugs and / or other illegal drugs.

**III. Application Delivery**

The complete application document is sent in a sealed envelope by mail addressed to:

**Team of Recruitment Local Staff  
Indonesian Economic and Trade Office  
6F, No.550, Rui Guang Rd., Neihu District  
Taipei City 11492**

#### IV. Others

1. The application is opened from May 15, 2019 until May 29, 2019.
2. This Local Staff selection process is free of charge.
3. Application documents that meet the requirements will be announced through the IETO Taipei website to take part in the next selection.
4. Announcements relating to this selection process can be monitored through the IETO Taipei website [www.kdei-taipei.org](http://www.kdei-taipei.org).

Taipei, 14 Mei 2019

Staff Recruitment Team of IETO



**Miftah Farid**

Acting Director of Administration Dept.