

EMPLOYMENT FAQs

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Q: How do I apply?

A: To apply for a job, you must create your ERA account and apply online. Please read carefully the ERA application user guide or watch a video on how to create and manage your ERA account available on the Embassy's website.

Q: Do I need to include the Universal Application for employment (UAE/DS-174) form in my application?

A: The UAE/DS-174 is form is already embedded into ERA.

Q: Will the system notify me if my application is incomplete? Am I able to edit my submitted application while vacancy announcement is still running?

A: The system will give you an error message if you do not complete the required fields. You can edit your application as long as the vacancy is open.

Q: I would like to know if the electronic application must be completed in English or if I can use Indonesian language for completing my application?

A: You can only complete the application in English.

Q: When/how will I hear back from you? What is the process?

A: Following the closing date for the vacancy announcement, a selection process will take place. The shortlisted candidates are contacted for a test/interview by our recruiters. Please monitor your application status in ERA.

Q: I am an Indonesian. Do I need to submit my work and residential permits?

A: As an Indonesian, you are eligible to work and reside in Indonesia. Please attach your KTP or passport to your application.

Q: I do not have my college diploma certificate. May I apply for a position that requires college diploma?

A: In general, candidates are responsible for submitting evidence of academic credentials.

Q: Should I include a photo in my resume?

A: No, please **do not** include a photo with your resume.

Q: Should I include personal information in my application?

A: You may include any information that you believe addresses the qualifications of the position. **Do not include** gender, marital status, weight, height, ethnicity, number of children, family members' professions, and religious affiliation.

Q: I am an Indonesian. Can I work at the Bi-Missions to Indonesia/ASEAN?

A: The Bi-Missions to Indonesia/ASEAN can employ any person with a legal right to work in Indonesia, including Indonesian citizens.

Q: I am an American. Can I work at the Bi-Missions to Indonesia/ASEAN?

A: To work as a locally employed staff of the Bi-Missions to Indonesia/ASEAN, an American citizen must have the legal right to work in Indonesia. The Bi-Missions to Indonesia/ASEAN does not sponsor work visas. U.S. citizens interested in a career with the Foreign Service should visit www.careers.state.gov.

Q: I am holding the Indonesia and America citizenships; can I work at the Bi-Missions to Indonesia/ASEAN?

A: According to the Republic of Indonesia Law, No. 12, year 2006, regarding Citizenship of The Republic of Indonesia (in Chapter IV, article 23), any Indonesian citizen will lose his/her citizenship if s/he acquires another nationality. For applying, please refer to question no. 15.

Q: I am neither an Indonesian nor an American. Can I work at the Bi-Missions to Indonesia/ASEAN?

A: To work as a locally employed staff of the Bi-Missions to Indonesia/ASEAN, a foreigner must have a legal right to work in Indonesia. The Bi-Missions to Indonesia/ASEAN does not sponsor work visas.

Q: I currently live outside Indonesia. May I still apply?

A: Yes, you may. All applicants who have the legal right to work in Indonesia may apply. The selection process (test, interviews, and clearances) must be conducted in the Bi-Missions to Indonesia/ASEAN compound. The U.S. Government will not assist candidates by participating in the selection process. The candidates are responsible for making all arrangements and paying all incurred expenses.

Q: I am an American citizen with abundant international experience. I would like to talk with someone about a career in the Foreign Service.

A: All Foreign Service Direct-hire staffing is administered by the Department of State offices in Washington D.C. U.S. citizens seeking information about a rewarding career as either a Specialist or Officer with the Foreign Service will find the most up-to-date information at: www.careers.state.gov.

Q: When do jobs typically open at the Bi-Missions to Indonesia/ASEAN?

A: There is no particular vacancy season at the Bi-Missions to Indonesia/ASEAN. Vacancies are filled as they arise. We recommend that you check our website every Friday for new employment opportunities.

Q: May I simultaneously apply for more than one position?

A: Yes, you may— if you meet the requirements.

Q: If I applied for a position and was not selected, can I apply again?

A: Yes. Please send an application every time you (re)apply for a position. Previous applications are not automatically activated.

Q: Do I get paid in Indonesian rupiah or U.S. Dollars?

A: Employees are paid in the currency of the country where they are "ordinarily resident" before they are employed as a Locally Employed Staff with the Bi-Missions to Indonesia/ASEAN.

Q: The Vacancy Announcement states that "Completion of secondary school is required." What does secondary school mean?

A: Secondary school is equal to high school. Always include your education background on all applications.

Q: Today is the vacancy closing date. Can I bring the application to the Bi-Missions to Indonesia/ASEAN's compound in person?

A: ERA is the ONLY way to apply for a job in the Bi-Missions to Indonesia/ASEAN.

Q: How do I know if I qualify for the job?

A: All applications are evaluated according to the eligibility and qualification requirements of the vacancy announcement. Please ensure that you meet all the requirements. If you are not an Indonesian passport holder, before applying, please check residency requirements of each vacancy announcement. If you are shortlisted, you will be called in for a test/interview.

Q: Can I contact you to ask whether I pass or fail the tests/interview?

A: You can check your application status in your ERA account.

Q: How do you choose who gets a job?

A: The applicant must meet all of the minimum requirements of the position. Decision about who will be invited for an interview and selected for a position will be based on the required tests and interview results.

Q: If I am selected, how soon will I start?

A: A selected candidate will receive a conditional job offer. This offer is contingent upon the receipt of medical and security clearances. Clearance procedures take one month on average.

If you have not found an answer to your question, please contact us at JKTrecruitment@state.gov.