

## Vacancy Announcement

**Position:** Messenger

**Number of Posts:** 1

**Job Type:** Full Time

**Job Location:** Jakarta

**Office:** Embassy of the People's Republic of Bangladesh in Jakarta.

### Job Specifications:

- Securely deliver package, documents, written and verbal message, and other items to intend location or recipient in a timely manner. Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner. Processes outgoing mail.
- Other jobs like protocol, consular, event management. or any other jobs as and when assigned by the office.

### Qualifications Required:

#### Education:

- At least a Senior High School passed or equivalent degree.

#### Skills and abilities:

- Excellent verbal and written communication skills are essential for this role. Ability to convey information clearly and effectively, both in person and through electronic communication channels.
- Able to pay close attention to details is crucial, as you will be responsible for accurately delivering messages and distributing important communications.
- Able to prioritize tasks, manage time effectively, and stayed organized. Need to have multiple deliveries and communications to handle simultaneously.
- Maintain the high level of professionalism and confidentiality.

#### Other Required Qualifications

- Ability to drive motorbike to travel office locations or outside Jakarta.
- Familiarity with electronic communication tools and platforms, such as email and instant messaging applications.
- Previous experience in a similar role or a customer service-oriented position is preferred.

#### Language Skill:

- Good oral communication in English and Bahasa.

**Age Limit:** Maximum 30 years old on 15 November 2025

**Health Conditions:** Without any ongoing infectious, cardiovascular and cerebrovascular diseases or other major health conditions that may affect the normal functioning as the Embassy's staff.

**Social Record:** No history of public offences.

**Location of stay:** Jakarta, within 30 minutes commuting distance to the Embassy

**Submission Instructions:**

- **Only Hard copies of the documents will be accepted. No online submission is accepted.**
- The applicant should place the complete applications.
- Incomplete application will be disqualified for the chance to enter into next stage of selection process.

**Documents required:**

- A formal Application for the specific post.
- Curriculum Vitae
- Copy of National Identity Card
- Academic transcript
- Health report by a registered doctor
- A valid driver's license and vehicle's STNK

**Applications to be addressed to:**

Head of Chancery, Embassy of the People's Republic of Bangladesh in Jakarta, Jalan Lembang No. 10 Menteng, Jakarta Pusat 10310

**Last date of submission: 25 November 2025**

**Notification:**

- Applicants who are eligible to enter into the next stage of application will be notified in due course.
- No notification from the Embassy within one month after the deadline can be considered as refusal.
- Inquiries in any form by applicants about application status is discouraged by the Embassy.