

I / A / L / F

EDUCATION FOR DEVELOPMENT

Indonesia's leading language centre is recruiting for the position of:

Manager, Personnel and Administration

This management post reports directly to the Manager, IALF Jakarta. The person will oversee office systems and manage up to 15 support staff - both administrative and operational.

Requirements:

- S1 degree in a relevant subject
- 5 years experience in the field of office administration/personnel with 2 years at management level
- advanced computer skills knowledge
- thorough knowledge of Indonesian employment regulations
- fluent in English - spoken and written
- supervisory and management skills

A full job description can be viewed at www.ialf.edu under Current Vacancies

Please send your application, together with with a full cv, recent photograph, *expected salary* and the names of two referees who have supervised you in *a professional capacity* to:

The Manager - IALF Jakarta
hrdjkt@ialf.edu

Closing date: February 13th 2010

Short-listed candidates only will be contacted

www.ialf.edu