



EMBASSY OF DENMARK
Jakarta



Student Assistant (internship) opportunity at the Danish Embassy in Jakarta!

Are you motivated, globally minded, and eager to gain hands-on experience in international cooperation and trade? Join the **Danish Embassy in Jakarta** and be part of our dynamic teams working to strengthen the partnership between Denmark and Indonesia.

We are currently hiring for two student assistant (internship) positions:

- **Trade Council student assistant**
- **Food & Agriculture student assistant (Trade + Government-to-Government)**

About Us

The Embassy of Denmark works to strengthen bilateral relations with Indonesia across trade, investment, sustainability, agriculture, policy cooperation, and more. As a student assistant (intern), you will work in a multicultural environment and support meaningful initiatives that advance Danish–Indonesian collaboration.

Trade Assistant

Your Role

- Conduct market research and prepare sector insights
- Support colleagues in assisting Danish companies entering or expanding in Indonesia
- Support business development projects, commercial cases, and events
- Prepare presentations, client briefs, and commercial proposals
- Coordinate meetings and engage with private and public stakeholders
- Assist with reporting, database management, and administrative tasks

Your Competencies

- Strong research, analytical, and business writing skills
- Excellent communication in **English and Bahasa Indonesia**
- Interest in international business, trade, and economic development
- Enrolled in higher education as a Bachelor's/Master's student or graduate in Business, Economics, IR, Political Science, or related field
- Professional, detail-oriented, and proactive
- Proficient in Microsoft Office (Excel, PowerPoint, Word)

Food & Agriculture Assistant

Your Role

- Support colleagues in assisting Danish companies entering or expanding in Indonesia
- Support development cooperation projects, commercial cases, and events
- Prepare presentations, proposals, and reports
- Coordinate meetings and engage with private and public stakeholders
- Assist with reporting, database management, and administrative tasks
- Assist with updating the teams' activities on social media

Your Competencies

- Team player with openness to learn and develop
- Excellent communication in **English and Bahasa Indonesia**
- Interest in international relations, food and agriculture, sustainability, trade and economic development
- Strong research, analytical, and writing skills
- Enrolled in higher education as a Bachelor's/Master's student or graduate IR, Political Science, Agriculture, or related field
- Professional, detail-oriented, and proactive
- Proficient in Microsoft Office (Excel, PowerPoint, Word)

What We Offer

- A time limited internship typically 6-12 months
- Working hours: 30 hours per week
- A diverse and supportive international working environment
- Professional and personal learning opportunities
- Monthly allowance: IDR 4,120,000

How to Apply

Send one PDF file containing your **cover letter, CV, academic transcript/diploma, photo** to: jktambvacancy@um.dk with the subject of:

- “Student Assistant Application – Trade Council”
- or
- “Student Assistant Application – Food & Agriculture”

 **Deadline: Friday, 28 November, 2025**

Only shortlisted candidates will be contacted.
We look forward to receiving your application!

The Embassy is obliged to follow EU-rules on handling personal information (GDPR) when receiving and processing job applications. Our processing of personal information will be based on your consent (art. 6, no. 1 litra a).

Before applying, please read the privacy policy of the Danish Ministry of Foreign Affairs at <https://um.dk/en/about-us/organisation/contactinformation/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>. By submitting your application, you actively consent to our processing of your personal information. The policy outlines your rights, including your right to withdraw consent, details on how we process your data, and information on how to raise concerns about our processing of your personal data.

The Embassy values equal opportunities and welcomes applications from all qualified individuals, regardless of race, sex, religion, or disability. Please note that only short-listed candidates will be contacted. The selected candidate must provide a “No Criminal Record” and successfully pass security clearance by Danish authorities before appointment.

Questions

For any questions regarding this position, please contact:

Mr. Ryuki Ritchie Harahap, ryukih@um.dk