CONSULATE GENERAL OF THE REPUBLIC OF INDONESIA
KARACHI, PAKISTAN

WE ARE HIRING!

RECEPTIONIST

(Front Desk Executive) • Non-Permanent Staff

Application Deadline:
December 10, 2026

Swipe left for requirements & how to apply →

CONSULATE GENERAL OF
THE REPUBLIC OF INDONESIA
KARACHI

WE ARE HIRING

NON-PERMANENT STAFF

for Receptionist

I. GENERAL REQUIREMENTS

- Female candidates
- Indonesian/Pakistani citizenship holding permanent resident status
- Minimum age of 22 years and maximum 35 years
- Minimum associate degree (2 years)
- Able and willing to carry out official duties at any time outside regular working days and hours
- Certificate of Good Conduct from authorized official
- Possess computer operating skills and IT literacy
- Have no affiliation with any political party

II. ADMINISTRATIVE REQUIREMENTS

- Application letter in English
- Curriculum Vitae in English
- Copy of Valid Passport/Pakistani ID (CNIC,NICOP/POC)
- Copy of latest Degree
- Police Character Certificate
- 2 recent color passport sized photograph (4x6) with a white background
- Copy of English Language Proficiency Certificate
- All documents must be submitted via email at **admin.karachi@kemlu.go.id** must be received no later than 10 December 2026

III. SPECIFIC REQUIREMENT

- Possess excellent verbal and written communication skills
- Possess the ability to manage front-desk operations, received quests, handle incoming /outgoing phone calls, manage correspondence/mall efficiently
- Possess the ability to operate standard office equipment (telephone switchboard, scanner, printer)
- Microsoft Office applications
- Able to communicate fluently in Urdu and English both orally and in writing, proficiency in Indonesian will be an added advantage.

IV. SELECTION STAGES AND SCHEDULE

1. Document Submission:
   November 11-December 10, 2026
2. Document Screening and Interview Stage Announcement:
   December 11-15, 2026
3. Announcement of Selected Candidate:
   December 28, 2026
4. Commencement of Work/Active Duty:
   January 2, 2027

APPLICATION PERIOD: November 11 - December 10, 2026
DEADLINE: December 10, 2026,
SUBMISSION REQUIREMENTS: Curriculum Vitae (CV) and other dockuments in PDF file
SEND TO: admin.karachi@kemlu.go.id