

**Seeking Expressions of Interest:
Acicis 2025 Professional Practicum Programs
Academic Program Officer**

The Organisation

Acicis is an international university consortium that aims to facilitate and promote study in Indonesia for Australian and international university students. Acicis offers a wide range of study programs in Indonesia, including semester-long study programs, professional practicum programs and short courses, all of which are designed to provide Australian and international students with a comprehensive understanding of a various disciplines by studying/ facilitating professional placements in Indonesia.

ACICIS is seeking expressions of interest for Academic Program Officers for the 2025 Professional Practicum (PP) Programs.

The Program

The Professional Practicum programs is a six-week Acicis program aimed at Australian and international students in seven distinct fields; agriculture, business, creative arts, development, journalism, law, and sustainable tourism. The program is designed to accommodate students who may not necessarily have pre-existing Indonesian language skills or experience in Indonesia. Significant funding is available through the Australian Government's [New Colombo Plan](#) to support student participation in the upcoming 2025 program.

The six-week program consists of a two-week academic period hosted by Atma Jaya University in Jakarta, followed by a four-week industry placement. The academic program involves a combination of Indonesian language instruction (40 hours) and a series of seminars pertaining to contemporary legal practices in Indonesia. Following the language study and seminar series, students will undertake a four-week professional placement (160 hours) under the supervision of a workplace mentor.

The Position

Acicis is currently seeking expressions of interest for Academic Program Officers (APO) in the fields of **business (B)**, **agriculture (A)**, and **law (L)**. The APO will assist the Resident Director in providing academic oversight for each of the professional practicum programs.

The APO will initially be engaged on a part-time basis from **11 August – 31 October 2025** for a maximum of **10 days** of pre-program administration and preparation. Prior to the program's delivery, the APO will play a role in program establishment duties, including: curation of the two-week academic program of seminars and fieldtrips (includes introduction of contemporary seminar topics, identifying suitable seminar speakers and finalising seminar readings), identifying suitable and willing Host Organisations (HO) to participate in the professional placement phase of the program, and mapping and assigning participating students to suitable placements within Acicis' HO database.

1 – 28 November 2025, the APO is required to be available on a daily basis at Atma Jaya University in Jakarta for the academic period. Throughout this period, the APO is responsible for managing and moderating all program seminars, lead field visits and advise students on academic matters. Anticipated working hours for this period of the APO's engagement are standard office hours (9am-5pm, Mon-Fri, 40 hours per week, with some out of hours work as required) for a total of **8 days**.

1 – 24 December 2025, the APO will be engaged on a part-time basis for responding to student placement-specific matters, run weekly group catch-ups, review student reflective journal submissions, offering emergency assistance (out of regular working hours, as required), and representing Acicis in interactions with participating placement Host Organisations and at related program events for a total of **12 days**.

Upon conclusion of the program, the APO will again be engaged on a part-time basis for a further **10 days** of post-program marking, student report writing, and program evaluation to be conducted between **26 December 2025 – 21 January 2026**.

The APO will be hired on a short-term basis and is thus employed as a short-term consultant. The consultancy involves a total engagement of **40 days**.

Selection Criteria:

1. A practicing academic or professional in one of the following fields;
 - B – Business
 - A – Agriculture
 - L – Law
2. Postgraduate education (preferably holds a Doctorate/ from an Australian university);
3. Minimum 5 years' experience working as a professional in one of the above fields, preferably in Indonesia *OR* a minimum 3 years' experience teaching at a university level in an Indonesian or Australian university;
4. Minimum 2 years' experience in program management and/ or managing cross-cultural teams;
5. Authorized to work in Indonesia (for foreign nationals) for the dates specified above;
6. Demonstrated understanding of contemporary issues in Indonesia related to the field, and of key actors in the sector;
7. Advanced proficiency in both English and Indonesian;
8. Excellent networking skills and an ability to represent Acicis at media, Australian embassy and other related program events as required.

This position is open to both Indonesian and international candidates.

Interested applicants should forward a current CV and an EOI statement addressing the selection criteria (no more than three pages) to the Acicis Resident Director, Dr Adrian Budiman, via email at: recruitment-id@acicis.edu.au with the subject heading '**2025 APO Vacancy**' + field code found in selection criteria 1, no later than **Wednesday, 9 July 2025**.

EOIs which do not include a statement addressing the selection criteria may not be considered. Please note, only shortlisted candidates will be contacted.