



BADAN METEOROLOGI, KLIMATOLOGI DAN GEOFISIKA

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Nomor : B/DL.12.00/001/KRH/I/2023 Jakarta, 11 Januari 2023
Sifat : Biasa
Lampiran : 1 (satu) Berkas
Hal : Penyampaian Tawaran Pelatihan Pemerintah Selandia Baru
Program *English Language Training for Officials Programme (ELTO) Intake 56*

Yth. Kepala Pusat Pendidikan dan Pelatihan
di
Tempat

Mengacu pada surat Kepala Biro Kerja Sama Teknik Luar Negeri Kementerian Sekretariat Negara RI Nomor B-02/S/KTLN/LN.03.00/01/2023 tanggal 2 Januari 2023 perihal *Tawaran Pelatihan Pemerintah Selandia Baru program English Language Training for Officials Programme (ELTO) Intake 56*, bersama ini mohon bantuan Saudara untuk dapat menyampaikan tawaran pelatihan dimaksud kepada para pegawai di lingkungan Badan Meteorologi, Klimatologi, dan Geofisika (BMKG).

Sehubungan dengan hal tersebut di atas, penyampaian usulan peserta mohon dapat disampaikan kepada kami, paling lambat tanggal 23 Januari 2023.

Demikian kami sampaikan. Atas perhatian dan kerjasamanya, kami ucapkan terima kasih.

Kepala Biro Hukum dan Organisasi,

Mohamad Muslihuddin

Tembusan:
Sekretaris Utama



KEMENTERIAN SEKRETARIAT NEGARA

REPUBLIK INDONESIA

Jalan Veteran No. 17-18, Jakarta 10110, Telepon (021) 3845627, 3442327
Faksimile (021) 3813583, Situs: www.setneg.go.id

Nomor : B-02/S/KTLN/LN.03.00/01/2023
Sifat : Segera
Hal : Tawaran Pelatihan Pemerintah Selandia Baru program
English Language Training for Officials Programme (ELTO)
Intake 56

2 Januari 2023

Yth. Pejabat terlampir
di tempat

Pemerintah Selandia Baru melalui program *English Language Training for Officials Programme* (ELTO) intake 56 membuka peluang pelatihan Bahasa Inggris bagi Aparatur Sipil Negara dengan tema *Strengthening Resilience* yang rangkaian pelatihannya akan dilaksanakan mulai Juli 2023 sampai dengan awal tahun 2024 dan pada tanggal 14 Agustus s.d. 10 November 2023 akan berlangsung di Selandia Baru. Penyelenggaraan pelatihan tersebut bertujuan untuk meningkatkan kemampuan Bahasa Inggris Aparatur Sipil Negara, sekaligus untuk mempererat hubungan bilateral Indonesia dengan Selandia Baru.

Berkenaan dengan hal tersebut, dengan hormat kami sampaikan tawaran pelatihan Pemerintah Selandia Baru kepada Kementerian/Lembaga terkait yang sesuai dengan tema penyelenggaraan pelatihan. Tawaran pelatihan tersebut hendaknya dapat dimanfaatkan sebaikbaiknya dan diharapkan instansi saudara dapat melakukan seleksi internal dan menyampaikan 2 (dua) nama calon peserta yang memenuhi persyaratan sebagai berikut

1. Berusia 25 s.d. 45 tahun;
2. Memiliki kemampuan Bahasa Inggris dengan nilai IELTS 4.5 - 5.5;
3. Berhubungan langsung dengan tema *Strengthening Resilience*, khususnya di bidang teknis dan kebijakan;
4. Memerlukan penguasaan Bahasa Inggris dalam bekerja sehari-hari.

Aplikasi calon peserta ELTO intake 56 beserta surat pencalonan dari institusi Saudara diharapkan dapat diterima Biro Kerja Sama Teknik Luar Negeri, Kementerian Sekretariat Negara dengan mengunggah dokumen pada tautan s.id/ELTO56 selambat-lambatnya tanggal **27 Januari 2023** untuk selanjutnya akan disampaikan kepada Kedutaan Besar Selandia Baru di Jakarta, dengan melampirkan dokumen sebagai berikut:

1. *ELTO application form* diisi lengkap dan diketik rapi, serta disetujui oleh pejabat yang berwenang;
2. Pas foto ukuran 4x6 sebanyak 3 (tiga) lembar;
3. Salinan paspor yang masih berlaku;
4. Daftar riwayat hidup;
5. Salinan sertifikat IELTS dalam 18 bulan terakhir dengan rentang nilai IELTS 4.5 - 5.5 (atau nilai TOEFL yang setara).

Terlampir kami sampaikan informasi persyaratan program pelatihan dimaksud dan *ELTO application form* yang juga dapat diunduh pada tautan <https://s.id/FormELTO56>. Untuk informasi lebih lanjut, dapat menghubungi kami melalui surel kstbilateral@setneg.go.id/kstbilateral@gmail.com.

Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.



Dokumen ini telah
ditandatangani secara
elektronik.

Kepala Biro Kerja Sama Teknik Luar
Negeri,



Noviyanti

Tembusan :
Sekretaris Kementerian Sekretariat Negara

Lampiran 1 Surat Dinas

Kepala Biro Kerja Sama Teknik Luar Negeri

Nomor : B-02/S/KTLN/LN.03.00/01/2023

Tanggal : 2 Januari 2023

DAFTAR PEJABAT YANG DIKIRIMI SURAT DINAS

1. Kepala Biro Hukum dan Kerja Sama, Badan Nasional Penanggulangan Bencana
2. Kepala Biro Perencanaan Anggaran dan Kerja Sama Luar Negeri, Kementerian Pekerjaan Umum dan Perumahan Rakyat
3. Kepala Biro Hukum dan Kerja Sama, Badan Riset dan Inovasi Nasional
4. Kepala Biro Hukum dan Organisasi, Badan Meteorologi, Klimatologi, dan Geofisika
5. Kepala Biro Kerja Sama Luar Negeri, Kementerian Lingkungan Hidup dan Kehutanan
6. Kepala Biro Sumber Daya Manusia dan Umum, Kementerian Pemberdayaan Perempuan dan Perlindungan Anak
7. Kepala Pusat Fasilitas Kerja Sama, Kementerian Dalam Negeri
8. Direktorat Pembangunan, Ekonomi, dan Lingkungan Hidup, Kementerian Luar Negeri
9. Kepala Biro Komunikasi, Layanan Informasi Publik dan Kerjasama, Kementerian Energi dan Sumber Daya Mineral
10. Kepala Biro Perencanaan dan Kerjasama, Kementerian Koordinator Bidang Pembangunan Manusia dan Kebudayaan

Kepala Biro Kerja Sama Teknik Luar
Negeri,



Noviyanti

NZELTO Asia Programme, Intake 56, 14 August – 10 November 2023

Strengthening Resilience

1 Overview

In-country pre-programme meetings July-early August 2023	In NZ at Victoria University of Wellington (VUW) 14 August-10 November 2023	Post-course symposium in SE Asia TBA early 2024
<p>Information will be sent to officials.</p> <p>There will be meetings in country groups to convey key programme information and engage with all participants via Zoom.</p> <p>There will be pre-departure briefings held in-country by Posts or partner organisations.</p>	<p>13 weeks (includes a one-week break)</p> <ul style="list-style-type: none"> • Language learning, intercultural communication themes, introduction to New Zealand & good governance principles • Course theme of Strengthening Resilience. The principles & approaches to disaster risk reduction in theory & practice in NZ, SE Asia, Mongolia & worldwide. • Workplace communication • Workplace visits • IELTS training & testing • Post-course workplace project 	<p>A one-week symposium where the officials present their workplace project.</p> <p>Officials organise and implement the symposium with financial support from the programme.</p> <p>The symposium will take place early in 2024 for Intakes 55 & 56.</p>

2 Possible Participants

The course will be relevant to staff working in the following areas, in either central or local government, and in either an operational or a policy role. Personnel should only be selected if their work has a **direct connection** with the course theme. They must also have a proven regular need for English in their work.

- Civil Defence
- Disaster Risk Management
- Urban Planning
- Infrastructure
- Coastal & Flood Protection
- Climate scientists
- Hydrologists
- Seismologists
- Environment
- Environmental Division of Foreign Affairs
- Women's Affairs / Women's Union (community resilience)

3 Selection Criteria

Individual applicants should meet the following criteria:

- English language proficiency IELTS 4.5 – 5.5 or equivalent
- Direct connection with theme, preferably in a technical or policy role
- Needs to use English frequently for work
- Age range 25 - 45

Applications are encouraged from:

- Women candidates
- Candidates from provincial centres who need to use English regularly in their work

Application form for NZELTO Intake 56

**NEW ZEALAND ENGLISH
LANGUAGE TRAINING FOR
OFFICIALS**

Intake 56

14 August 2023 to 10 November 2023

Theme: Strengthening Resilience

IELTS range: 4.5 – 5.5



OFFICE USE ONLY

Applicant name:

Country:

Date:

NEW ZEALAND ENGLISH LANGUAGE TRAINING FOR OFFICIALS

The New Zealand English Language Training for Officials (NZELTO) scheme, funded by the New Zealand Aid Programme and managed by New Zealand's Ministry of Foreign Affairs and Trade, offers English language training programmes for government officials from Asia and Africa.

Further information on NZELTO, including eligible countries and the application process, is available at <https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/new-zealand-government-scholarships-on-offer/new-zealand-english-language-training-scholarships-for-officials/>

SECTION 1: APPLICATION CHECKLIST

It is important that you correctly fill out all relevant sections in the application form and include all documents listed below. Incomplete forms can cause delays with your application and may also lead to your application missing the closing date.

Documents attached to this application must be *certified¹ true copies of originals* with the official stamp of the school/institution where relevant, or from a Justice of the Peace, Solicitor, Notary Public or other authorised official. Where original documents are not in English, you must provide certified true copies of official English translations.

Please submit your completed application form to the coordinating agency listed for your country (see Annex 1).

Ensure that your completed application form includes the following:

- ☐ A completed eligibility checklist (Section 2).
- ☐ A certified copy of the personal pages of your passport (or an alternative form of photo identification if you do not hold a passport).
- ☐ A current curriculum vitae (in English).
- ☐ A current job description stating your position title and outlining your responsibilities and duties (in English).
- ☐ Where available, certified copies of your International English proficiency test results, such as International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL), from within the last 18 months.

Please confirm the following:

- ☐ I confirm that all information in the application is correct and all relevant information required in the checklist has been attached.

¹ A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document.

SECTION 2: ELIGIBILITY CHECKLIST

To apply for a New Zealand English Language Training for Officials scholarship, you must meet the following criteria:

	Yes	No
1. I am a citizen of one of the following countries: Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, Timor-Leste, Viet Nam	<input type="checkbox"/>	<input type="checkbox"/>
2. From the date my application is submitted, I will have lived in my country of citizenship for the last two years or more. Exception for diplomatic corps and their family: A member of the diplomatic corps or a dependant of a member of the diplomatic corps, living outside their own country, can apply for a scholarship.	<input type="checkbox"/>	<input type="checkbox"/>
3. I am not a citizen or permanent resident of any the following countries: New Zealand, Australia, Bahrain, Canada, Chile, any European Union country, Iceland, Israel, Japan, Kuwait, Norway, Oman, Qatar, Russia, Saudi Arabia, Seychelles, Singapore, South Korea, Switzerland, the United Arab Emirates, the United Kingdom and the United States of America. Exception: Timor-Leste-Portuguese dual citizens can also apply.	<input type="checkbox"/>	<input type="checkbox"/>
4. I will be between 25 and 45 years old at the time I start the scholarship.	<input type="checkbox"/>	<input type="checkbox"/>
5. I am not currently serving in the military.	<input type="checkbox"/>	<input type="checkbox"/>
6. Within the last five years I have not had a New Zealand Scholarship terminated.	<input type="checkbox"/>	<input type="checkbox"/>
7. I am currently employed as a government official who needs to use English frequently in my work and have a direct connection to the course theme.	<input type="checkbox"/>	<input type="checkbox"/>
<i>You must also acknowledge and agree that:</i>		
I have received endorsement from my employer to attend this training programme.	<input type="checkbox"/>	<input type="checkbox"/>
I expect to meet the English language entry requirements for the training programme.	<input type="checkbox"/>	<input type="checkbox"/>
I expect to meet Immigration New Zealand requirements for a visa. ²	<input type="checkbox"/>	<input type="checkbox"/>
I will not bring dependants with me to New Zealand while I am on scholarship.	<input type="checkbox"/>	<input type="checkbox"/>
I am committed to returning to my home country for one year or more at the end of my scholarship to contribute to my country's social and economic development. ³	<input type="checkbox"/>	<input type="checkbox"/>

² Visa types are determined by Immigration New Zealand at the time of application. Contact your nearest New Zealand diplomatic post for further guidance.

³ If you go on to work for your home government on a diplomatic assignment overseas you are exempt from this requirement.

SECTION 3: PERSONAL INFORMATION	
First name(s)	
Family name	
Preferred name	
<i>Note: Names must be as they appear in your passport / birth certificate</i>	
Date of birth (dd/mm/yyyy)	
What best describes your gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Prefer to self-describe _____
Place & country of birth	
Country of citizenship	
Second country of citizenship (if you have dual citizenship)	
List any languages you speak (other than English)	
Passport number	
Is this a diplomatic passport?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Place of issue	
Date of issue	
Date of expiry	
<p>Do you suffer from any illness or disability that might affect your ability to participate in the course (for example, psychiatric condition, asthma, diabetes, significant visual impairment, motor disability or significant hearing loss)? A 'Yes' answer will not affect your chances of successfully obtaining a scholarship.</p> <p><i>If you have answered 'Yes', please provide brief details of the illness or disability and any special requirements or support you may require to complete the course on a separate sheet of paper. Please attach a copy of your doctor's assessment of your needs.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant contact details: *Please give an address where you can be contacted when a decision on your scholarship is reached. You may not be offered a scholarship if you cannot be contacted.*

Number and street name	
PO Box number	
Suburb/village	
Town/city	
District/Province	
Country	
Post code	
Home phone number	
Work phone number	
Mobile phone number	
Email address (enter more than one if relevant)	

Emergency contact details: *Name someone we can contact in an emergency*

Name	
Relationship to you	
Number and street name	
Suburb/village	
Town/city	
Country and post code	
Home phone number	
Work and/or mobile phone number	
Email address	

SECTION 4: LEARNING OBJECTIVES

What are the learning outcomes you hope to achieve from the NZELTO training programme?

Please include a description of any particular skills and knowledge you want to gain from your training. Please be as specific as possible in no less than **250 words**.

<p>How would the outcomes described above enhance the work your ministry is engaged in?</p>	
<p>What are your career aspirations and how would the NZELTO course assist you in achieving these goals?</p>	

SECTION 5: CURRENT POSITION	
Current position title	
Department (or equivalent)	
Ministry	
Start date (month/year)	
Provide a brief job description, outlining your responsibilities and duties.	
How often do you use English in your work?	<input type="checkbox"/> Every day <input type="checkbox"/> Several times each week <input type="checkbox"/> Several times each month <input type="checkbox"/> Several times each year <input type="checkbox"/> Not often
How do you use English in your work?	

SECTION 6: EMPLOYER INFORMATION AND ENDORSEMENT

This section must be completed in English by your employer (a manager/supervisor).

Full name	
Position title	
Name of organisation	
Address of organisation	
Work and/or mobile phone number + (country code) (number)	
Email address	
Do you support this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>By selecting yes, you are confirming that the applicant is a current employee and is able to be temporarily released from their duties for the duration of the training programme.</i>
Do you confirm this applicant will remain an employee upon return from the training programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	
Date	
Official stamp	

SECTION 7: CURRENT STUDY AND STUDY HISTORY

Indicate your current status	<input type="checkbox"/> Studying full-time <input type="checkbox"/> Studying part-time <input type="checkbox"/> Not currently studying
If you are currently studying, indicate at which level	<input type="checkbox"/> Tertiary training/technical certificate <input type="checkbox"/> Undergraduate diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Postgraduate diploma <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate (PhD) <input type="checkbox"/> Other (please state) _____
<i>Provide the following information for all completed and partially completed secondary, vocational and/or tertiary qualifications. List the most recently completed or current qualification first.</i>	
Qualification name	
Major subject(s)	
Education institution	
Institution location	
Start and end dates of study (month/year)	
Qualification name	
Major subject(s)	
Education institution	
Institution location	
Start and end dates of study (month/year)	
Qualification name	
Major subject(s)	
Education institution	
Institution location	
Start and end dates of study (month/year)	

SECTION 8: CURRENT TRAINING AND TRAINING HISTORY

Provide the following information for the last three training courses you completed or are currently completing, including professional development and/or English language training. List your most recent training course first.

Name of training course	
Institution/organisation	
Country	
Start and end dates	
Name of training course	
Institution/organisation	
Country	
Start and end dates	
Name of training course	
Institution/organisation	
Country	
Start and end dates)	

SECTION 9: CURRENT OR PREVIOUS NEW ZEALAND SCHOLARSHIP

Have you ever been the recipient of a New Zealand scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered Yes, please complete this section. If you answered No, skip this section.</i>
Scholarship name	
Scholarship duration	

SECTION 10: ENGLISH LANGUAGE PROFICIENCY

To be eligible for this training programme, you must have a certain level of English language proficiency.

Please attach any evidence of English language proficiency to this application form, as required in the application checklist in Section 1.

Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered No, please complete this section. If you answered Yes, skip this section.</i>
Have you been taught in the medium of English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have been taught in the medium of English, indicate at which level.	<input type="checkbox"/> Primary school <input type="checkbox"/> Junior secondary/high school <input type="checkbox"/> Senior secondary/high school <input type="checkbox"/> Undergraduate or postgraduate level <input type="checkbox"/> While training for my job <input type="checkbox"/> Other (please state) _____
Please indicate if you have completed an IELTS/TOEFL test but are waiting for results.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ANNEX 1: COORDINATING AGENCIES POSTAL ADDRESSES

Note: This table is for your information only and is not required as part of your application.

Cambodia	Ministry of Foreign Affairs and International Cooperation No 3, Samdech HUN Sen Street, Sangkat Tonle Bassac, Khan Chamkamon, Phnom Penh, Kingdom of Cambodia. Tel: (+855) 23 214 441; (+855) 23 216 122 Website: www.mfaic.gov.kh
Indonesia	Ministry of State Secretariat Bureau for Technical Cooperation, Ministry of State Secretariat Building, Jalan Veteran III No.9-6 th Floor, Jakarta 10110 Email: hotman.bintang@setneg.go.id ; ilham.fawqi@setneg.go.id ; yossitacm@gmail.com
Lao PDR	Ministry of Foreign Affairs 23 Singha Road, Phonesay Village, Xaysettha District, Vientiane, Lao PDR. Tel: (+856) 21 415 822 Website: www.mofa.gov.la
Mongolia	Ministry of Foreign Affairs Peace Ave – 7a, 14210, Ulaanbaatar, Mongolia. Website: http://www.mfa.gov.mn/?lang=en
Myanmar	Ministry of Investment and Foreign Economic Relations Office No (1), Nay Pyi Taw, Myanmar Tel: 067-407775 (Ministry office); 067-407155 (Scholarships) Email: scholarshipferd@gmail.com
Timor-Leste	Civil Service Commission Avenida de Portugal, Praia dos Coqueiros, Dili, Timor-Leste
Viet Nam	Ministry of Planning & Investment No. 6B, Hoang Dieu, Ba Dinh, Ha Noi, Viet Nam Tel: (84-80) 43485; (84-24) 38455298 Website: http://www.mpi.gov.vn/en