CHAPTER II

THE GENERAL DESCRIPTION OF MINISTRY OF FOREIGN AFFAIRS

Located in Central Jakarta, The Ministry of Foreign Affairs's main duty through the aid of diplomacy is to prevent nation disintegration potential, to help economic recovery, attempt to improve the image of Indonesia and to improve the quality of serving and protecting the citizens of Indonesia. The branch office of Ministry of Foreign Affairs is The Centre for Education (CET) and Training of the Ministry of Foreign Affairs located at Jalan Sisingamangaraja No.73 South Jakarta.

The Centre for Education (CET) and Training of the Ministry of Foreign Affairs was established in the beginning of 1920's. Nowadays, the Centre offers various training for Foreign Service officers including language and technical trainings. Annually, the CET organized three kinds of basic diplomatic trainings namely Junior, Mid Career and Senior Diplomatic Training Courses.

The Junior Diplomatic Training Course known as SEKDILU is conducted for newly recruited Indonesian diplomats. The Mid Career diplomatic training course (SESDILU) is aimed at training the mid career diplomat who at least has background one assignment at Indonesian mission representatives abroad and possessed diplomatic rank of secondary secretary. The Senior Diplomatic Training Course (SESPARLU) is intended to give refreshing course for senior diplomats who at least have diplomatic rank of counselor and are projected to assume higher position at the Ministry.

The writer conducted job training in the branch office of Ministry Affairs that is The Centre for Education (CET) and Training of the Ministry of Foreign Affairs. It consist many divisions; one of them is Division of Structural Institutional. The division has three subdivisions, they are:

1. Division of Unit Organizer Technique Administration Manager.
2. Division of Structural Training Non Diplomatic.
3. Division of Structural Training and Inter-Institutional Training

The writer conducted the job training in Division of Structural Training and Inter-Institutional Training. The responsibilities of the subdivison is to manage existence of diplomat training from other country and also to organize the people to get a scholarship abroad. This subdivision often makes notification for the people who follow the workshop abroad.