



**THE ASEAN SECRETARIAT  
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS  
WHO ARE CURRENTLY EMPLOYED IN INDONESIA  
TO APPLY FOR THE FOLLOWING VACANCY**

**SECURITY GUARD cum ADMIN CLERK**

**Background**

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27<sup>th</sup> Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: **Security Guard cum Admin Clerk**. This position reports to Assistant Administration & General Affairs Division, Community & Corporate Affairs Department.

### **Duties and Responsibilities:**

- Provide security daily report, maintain the security guard roster list, control the visitor management system.
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- Patrols and maintain security/safety of office premises and provide reports of any irregularities.
- Maintain first-aid kits and report on a monthly basis.
- Assist/provide guidance to staff in evacuation from the building during the emergency.
- Coordinator of floor wardens and facilitate the evacuation exercise/fire drill and first aid training.
- Assist supervisor in coordination with authorities including police to ensure/strengthen the security of ASEC's assets and premises.
- Patrol the residence of Secretary General of ASEAN.
- Register any fixed asset taken out from or brought in to the Secretariat's premises.
- Assist the supervisor in overseeing the performance of the outsourcing personnel.
- Control and report monthly personnel leave record and overtime.
- Handling request and claim of leave, medical and overtime of security guards.
- Coordinating with the external and or internal parties for any email communication related with security matters.
- Control guest register who will visit ASEAN Secretariat.
- Project champion of security quarterly meeting.
- Assist supervisor in providing access card and parking permit sticker for staff and occupants at ASEAN Secretariat.
- Assist supervisor in handling events.
- Perform other related duties and assigned by supervisor(s).

### **Qualifications and Experience:**

- Education: at least Senior High School with a minimum of one (1) year work experience. Diploma graduated are welcome to apply.
- Knowledge of basic English and good Bahasa in both spoken and written communications.
- Experience in government, international organisation, or private sector with proven record of trustworthiness, honesty and loyalty.
- Ability to make timely decision and take action when appropriate.
- Ability to express opinions/verbal communication clearly and logically.
- Proven good interpersonal skills and ability to treat people with respect.

- Demonstrates stable performance under pressure and maintain effectiveness in varying environments and with different tasks, responsibilities and people.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **IDR 3,483,000** and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month's basic salary, and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the 6-month probationary period.

**How to apply:**

Send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) highlighting your suitability and potential contribution to the position together with a **detailed CV**, **certified true copies of educational certificates**, and **complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Security Guard cum Admin Clerk.**

Application documents should reach the ASEAN Secretariat by **7 June 2018**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)

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