



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

ASSOCIATE COMMUNITY RELATIONS OFFICER

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 27th 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 **Associate Community Relations Officer**.

Duties and Responsibilities:

Reporting to the Assistant Director and Senior Officer of Community Relations Division, the Associate Officer shall be responsible to:

1. Provide technical assistance to the Secretariat's social media engagement efforts:

- Develop periodic social media plan in accordance with agreed strategies and in consultation with supervisors.
- Populate the social media plan with relevant contents contributed by the staff.
- Diversify social content through the creation of slideshow, simple videos, etc. in order to enhance engagement.
- Coordinate with other divisions for needed social media support.
- Ensure timely publication of social media content in coordination with relevant colleagues.
- Monitor and analyse social media statistics; recommend necessary actions; and provide regular report.

2. Manage the ASEAN Gallery:

- Coordinate the ASEAN Artists Residency Programme.
- Record hand-over of Gallery items.
- Organise the placement of objects at the Gallery periodically.
- Ensure accurate and regular inventory of Gallery collection comprised of paintings and art objects.
- Respond to request for use or placement of Gallery items.
- Process request for the use of Gallery as a venue for meetings or events.
- Promote the Gallery through events, collaterals or online activities.
- Liaise with relevant colleagues for the maintenance of Gallery collection.

3. Provide support to other projects/initiatives as directed by the Division or Directorate.

Qualifications and Experience:

- Bachelor degree in Fine Arts, Advertising, Anthropology, Mass Communication or other relevant fields.
- Knowledge and experience of social media would be a strong advantage.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Full command on Microsoft Application (Word, Excel, Power Point) and database management tools, and electronic communication.
- Good oral and written communication skills, including experience in cross-cultural environment and internal setting.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated ability to develop and maintain sound working relationship with stakeholders
- Ability to work independently and in a team environment.
- Experience working with regional organization is desirable.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 8,295,000** 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 highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts, 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 Associate Community Relations Officer.**

Application documents should reach the ASEAN Secretariat by **16 September 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
