



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

**DRIVER**

**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: **Driver**. This position reports to Senior Officer Administration & General Affairs Division, Community & Corporate Affairs Department.

### **Duties and Responsibilities:**

- Responsible for reliable and secure driving services by:
  - a) driving office vehicles for the transport of authorized personnel, delivery and collection of mail, documents and other items; and
  - b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
- Responsible for day-to-day maintenance of the assigned vehicle, checks oils, water, battery, brakes, tires; perform minor repairs, arranges for other repairs, and ensure that the vehicle is kept clean.
- Responsible for accurate daily vehicle logs trips, daily mileage, gas consumption, oil changes, greasing, and other information as required by supervisors.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Willing to work irregular (on shift), and long hours, when required.
- Perform other duties as assigned by supervisors, ADR Admin or any higher authorities.

### **Qualifications and Experience:**

- Education at least Senior High School or equivalent, with a minimum of 1 (one) year experience as a Driver.
- A valid Driving license is a must.
- Certified driving skills from the relevant authorities.
- Have safe driving records, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Medically certified to be able to perform duties
- Demonstrated a sound knowledge of Jakarta area.
- Able to speak and understand simple English is an advantage.
- Hard-working and reliable driver.

### **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 Driver.**

Application documents should reach the ASEAN Secretariat by **19 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](http://www.asean.org/opportunities/asec-employment-form)

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