



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

**SECRETARY to DIRECTORS  
POLITICAL & SECURITY and EXTERNAL RELATIONS DIRECTORATE**

**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. 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 in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified Indonesian Citizens or ASEAN Nationals who are currently recruited in Indonesia to apply for the position of **Secretary to Directors**. This position reports to Director for Political & Security and External Relations Directorate.

### **Duties and Responsibilities:**

- 1. Providing secretarial and administrative support to the respective Directorates, as well as managing general correspondence**
  - Establish and maintain a coherent filing system in accordance to ISO standard.
  - Record Incoming and Outgoing Letters/Memos including distribution of incoming letters and memos to the relevant officers.
  
- 2. Coordinating events organised by the ASEAN Secretariat**
  - Services as a supporting staff in meetings organized by the ASEAN Secretariat.
  - Arrange logistics for meetings
  - Compile and produce document kit for meetings
  
- 3. Providing secretarial and administrative support for the Directors**
  - Arrange hotel reservation, ticketing and prepare Travel Authorization for Directors to attend Meetings.
  - Arrange schedules for appointments of the Directors
  - Maintain a detailed meeting schedule for the Directors
  - Liaise with Finance Division on travel advances and settlements.
  - Coordinate relevant documents needed for Meetings.
  
- 4. Perform other secretarial duties as assigned by the Directors.**

### **Qualifications and Experience:**

- Completion of appropriate diploma in business administration, management, public administration, or any other related field, with a minimum of one (1) year's experience in executive support role.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Ability to communicate effectively with colleagues at all levels of the organisation.
- Demonstrated commitment to collaborative work practices.
- Competent level of oral and written communication skills, including experience in cross-cultural environment and international settings.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability to maintain confidentiality of matters related to work place.
- Familiarity with protocol matters.
- Competent command of English, written, and spoken.

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **IDR 4,634,000** 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. Incomplete application shall **NOT** be considered.

Please indicate on the subject heading: **Application for Secretary to APSC Directors.**

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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