



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

PROCUREMENT 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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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: **Procurement Officer, Administration & General Affairs Division.**

Duties and Responsibilities:

Reporting to the Assistant Director and Senior Officer of Administration & General Affairs Division, the Officer shall be responsible to:

1. Organize procurement processes focusing on the following:

- Preparation of the Annual Procurement Plan Estimation (APPE), ensuring that the implementation is in line with the ASEAN Secretariat's Financial Administration Rules and Procedures;
- Monitoring of the APPE to ensure that the procurement is done according to the planned timeline and approved budget;
- Assisting/providing advice to project staff regarding the ASEC procurement processes as required;
- Maintaining and updating the ASEAN Secretariat's Vendor's List (AVL);
- Conducting vendor's evaluation regularly to ensure that they meet ASEC requirements;
- Conducting survey on market prices of ASEC regular purchases goods and services;
- Ensuring that all vendors have signed the ASEC procurement general declaration letter before they participate in the ASEC procurement process.

2. Manage the day-to-day procurement needs:

- Ensuring the approved ASEC Material/Service Requisition Form are processed according to procurement timeline;
- Deciding the methods of procurement and ensure that the implementation is in line with the ASEC's Rules and Procedures;
- Assisting in review of the specifications of the goods/services requested to ensure that they meet the requestor's needs;
- Preparing procurement processes including invitation to vendors, receipt of quotations, bids or proposals, preparation of evaluation, and negotiation with vendors where required to obtain the best offers;
- Arrangement for Quotation Panel meetings and Sub-committee on Tender meetings and assisting in preparation of meeting records;
- Preparing purchase orders using the Sun System, ensuring that the purchase orders are duly prepared, charged to correct budget line, and dispatched in a timely manner;
- Preparing draft contract/agreement with supplier under Administration and General Affairs Division;
- Preparing regret letters to the unsuccessful vendors;
- Ensuring that all goods/services are well received and met the specifications prior to releasing them to the requesting officers;
- Making necessary arrangements for catering service for meetings as requested by the Division/Directorate/Department, including liaison with catering vendors to meet the requirements of users.

3. Assist the Senior Officer and Head of AGAD in preparing the Division's annual budget proposal.

4. Facilitate knowledge building and sharing focusing on the following:

- Synthesis of lessons learnt and best practices in procurement;
- Improving the existing ASEC's procurement Standard Operating Procedures, as required.

5. Perform other relevant duties as assigned by the Assistant Director and/or higher authorities of the ASEAN Secretariat.

Qualifications and Experience:

- Advance degree in Business Administration, Management or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in technical role.
- Demonstrated knowledge of procurement and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organizational environment and in work planning.
- Demonstrated ability to implement, and monitor policy and procedures.
- Demonstrated ability to plan and organize tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Very good English oral and written communication skills;
- Strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Certification of Procurement Training/Workshop would be an advantage.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 11,611,000** 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 Procurement Officer.**

Application documents should reach the ASEAN Secretariat by **28 January 2019**. 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
- ASEAN Secretariat staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
