



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

**SECRETARY
EXTERNAL RELATIONS DIVISIONS 2 & 3**

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 **Secretary for External Relations Divisions 2 & 3**.

Duties and Responsibilities:

Reporting to the Assistant Directors External Relations Divisions 2 & 3, the Secretary shall be responsible to:

1. Provide secretarial and administrative support to the respective Divisions

- Establish and maintain a coherent filing system in accordance to ISO standard.
- Arrange hotel reservation, ticketing and prepare Travel Authorization for the Divisions' travels to attend meetings.

2. Coordinate and manage general correspondence

- Record Incoming and Outgoing Letters/Memos including distribution of incoming letters and memos to the relevant officers.
- Arrange schedules for appointments of the Assistant Directors.

3. Coordinate events organised by the ASEAN Secretariat

- Services as a supporting staff in meetings organized by the ASEAN Secretariat.
- Arrange logistics for meetings.
- Compile, archive and produce document kits for meetings.

Qualifications and Experience:

- Completion of appropriate diploma, technical or other training relevant to the position and a minimum of one (1) year 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.
- Sound 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 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 Secretary External Relations Divisions 2 & 3.**

Application documents should reach the ASEAN Secretariat by **31 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.
