



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

**ASSOCIATE PROTOCOL & CONFERENCE SERVICES 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: **Associate Protocol & Conference Services Officer.**

### **Duties and Responsibilities:**

Reporting to the Senior Officer of Conference Services, Protocol & Formalities Division, the Associate Officer shall be expected to:

- 1. Ensuring the application of ASEAN protocol practices and procedures for meetings, held in ASEAN Secretariat, and elsewhere if required.**
- 2. Coordinate, liaise and facilitate all events held at the Secretariat including VIP visits.**
- 3. Observe, monitor and ensure that SG, DSG and VVIP's needs during the events are provided in a timely manner.**
- 4. Update and maintain meeting/conference/event schedules and VIP visits at ASEC.**
- 5. Perform other duties required in related with protocol and conference services, including usage of meeting/event venues and monthly reports.**

### **Qualifications and Experience:**

- Bachelor's degree in Business Administration, Public Administration, Public Relations or any appropriate related fields or discipline.
- Experience in organising events/meetings/conferences in the specific area of protocol, including managing VVIPs in an international/multi-lateral setting, is desirable.
- Technical skills and knowledge in the application of administrative procedures and practices of international organisation in relevant area; or demonstrated ability to quickly acquire them.
- Demonstrated knowledge and experience of conference services and protocol practices.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure in timely manner and adherence to deadlines.
- Good oral and written communication 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.
- Sound command of English, written and spoken.

### **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](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 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 Protocol & conference Services Officer.**

Application documents should reach the ASEAN Secretariat by **20 May 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](http://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.

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