



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

MAINTENANCE TECHNICIAN

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 27th 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: **Maintenance Technician**. This position reports to Assistant Director/Head of Administration & General Affairs Division.

Duties and Responsibilities:

1. Inspects, air-conditioning system:
 - i) Chiller unit: CWP (Cooling water pump), CHWP (Chiller water pump), evaporator, condenser, expansion valve, compressor, cooling tower.
 - ii) AHU and Ducting: Inverter, Damper, filter, louvre, cooling coil, heating coil, centrifugal fan.
2. Installs, replaces or repairs fans, AHU motors, thermostats, fuses, filters, bearings, valves, gaskets and other equipment as necessary.
3. Operates computer-based building Automation systems.
4. Coordinates and inspects work performed by HVAC contractors; works with HVAC contractors engaged in the installation, maintenance and repair of HVAC systems and equipment.
5. Operates a variety of hand and power tools, (e.g. welders torch, vacuum pump and test equipment device)
6. Installs, rebuilds, replaces or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
7. Assists other skilled maintenance personnel in cooperative assignments.

Qualifications and Experience:

- Education: Senior High School's graduate in Electrical and Mechanical with at least one (1) year hands-on commercial or industrial electrical experience.
- Demonstrated ability to perform Theory of air-conditioning and refrigeration systems.
- Ability to troubleshoot controls and electrical systems with amp meters, voltmeters, tracers, and
- Ability to use ladders and scaffolding, while performing job duties
- Ability to work with power tools, small motorized equipment, and Computer applications.
- Able to work alone or in groups
- Able and willing to work outdoors in all weather conditions, sometimes for extended periods of time
- Ability to work overtime, weekends, holidays, and on an on-call basis as needed.

Remuneration and Benefits:

Successful candidate will be offered a salary of **IDR 4,005,450** 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 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 Maintenance Technician.**

Application documents should reach the ASEAN Secretariat by **21 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
- 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.
