



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

**FORMALITIES OFFICER
CONFERENCE SERVICES, PROTOCOL & FORMALITIES DIVISION**

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: **Formalities Officer; Conference Services, Protocol & Formalities Division.**

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Conference Services, Protocol & Formalities Division, the Officer shall be responsible to:

1. Provide day-to-day services relating to:

a. Formalities and Visas:

- i. Stay Permit and Multiple Exit Re-entry Permits
 - To obtain stay permit and multiple exit re-entry permit for non-Indonesian Openly Recruited Staff (ORS) and Project Staff from the Ministry of Foreign Affairs and Ministry of State Secretariat where necessary.
- ii. Service Visa
 - To obtain service visa from the Indonesian Embassy/Consulate abroad on the new recruitment of non-Indonesian ORS/Project Staff.
- iii. Visa to Third Country
 - To obtain visa from Embassy/Consular Mission in Jakarta for All ASEC Staff and Project Staff to go on mission.

b. ID Card

- To obtain ID card for non-Indonesian ORS from the Ministry of Foreign Affairs.

c. Shipment and application for tax exemption

- To obtain clearance for tax free on the import and export of a vehicle, personal effect of non-Indonesian ORS and Project Staff as well as goods/items belongs to ASEC.
- To facilitate the application for tax exemption from the Ministry of Foreign Affairs, Ministry of State Secretariat and Customs Office, when required.

d. CD Number Plate

- To obtain a new and renewal of CD number plate from the Ministry of Foreign Affairs and Police Headquarter for office and personal car of non-Indonesian ORS.

e. Letter of Assignment and Recommendation Letter (Nota Dinas)

- To obtain a letter of assignment and recommendation letter (Nota Dinas) for non-Indonesian Project Staff from the Ministry of State Secretariat, prior to obtaining stay permits and multiple exit re-entry permits from Ministry of Foreign Affairs.

f. Immigration Matters

- To provide advice to all ASEC Staff and Project Staff on the immigration matters.

g. Diplomatic Note/Note Verbal

- To provide and maintain reference numbers of diplomatic note/note verbal requested by each Division.

h. Passport

- To provide necessary supporting letters as requested by staff/authorities.

2. Provide advice, guidance to stakeholders, on the implementation of formalities procedures and relevant work practice, where necessary.

Qualifications and Experience:

- Bachelor degree in business administration, public administration, public relations, management, or a related field/discipline with a minimum two (2) years professional experience in visa and immigration services and procedures, or other relevant technical role;
- Demonstrated knowledge of relevant regulations and policy, research and technical skills in the relevant area and ability to acquire them;
- Proven skills in problem solving in a complex organisational environment and in work planning;
- Strong communication and interpersonal skills, including negotiation/lobbying experience in cross-cultural environment and international settings;
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines;
- Demonstrated ability to develop and maintain sound working relationships with stakeholders, and provide high level of customers service;
- Demonstrated commitment to collaborative work practices;
- Proficient in Microsoft Office and Outlook, or other computer skills with adequate software knowledge where relevant to Visa and Immigration application;
- Sound command of English, written and spoken.

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 Formalities Officer.**

Application documents should reach the ASEAN Secretariat by **10 July 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.
