



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

**SECRETARY
HUMAN RIGHTS DIVISION AND
APSC ANALYSIS & MONITORING 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 **Secretary for Human Rights Division and APSC Analysis & Monitoring Division**.

Duties and Responsibilities:

Reporting to the Assistant Directors of Human Rights Division and APSC Analysis & Monitoring Division, the Secretary shall be responsible to:

- I. Provide secretarial and administrative support to manage day-to-day activities of divisions.**
 - Establish and maintain a coherent filing system;
 - Arrange hotel reservation, ticketing and prepare Travel Authorization for the staff of the Division travelling to attend meetings;
 - Compile and prepare document kits for meetings (photocopy/ disseminate relevant documents/papers/letters for the Division desk officers);
 - Manage office supplies;
 - Manage electronic calendar.

- II. Provide assistance on general correspondence.**
 - Generate memos, emails and letters, including distribution of the documents to the relevant officers;
 - Organise appointments with external parties/officials;
 - Respond to queries and provide necessary information related to the Assistant Director.

- III. Organise and facilitate meetings/workshops and other events.**
 - Take lead on logistic and administrative facets in organising meetings/workshops and other events to ensure that the events are running smoothly in accordance with ASEAN protocol. These include preparing documents distribution, material for meetings and necessary equipment for meeting;
 - Coordinate with supporting staff to ensure timely and proper services are rendered;
 - Liaise with external service vendors as well as ASEAN Secretariat colleagues for event arrangement.

- IV. Maintain electronic and hardcopy filing systems and ensure timely retrieval of documents.**
 - Maintain division's shared-folder and databases;
 - Store hardcopy documents in systematic manners.
 - Prepare Standard Operating Procedures on repeating tasks.

- V. Provide assistance to the Division in monitoring the Annual Operational Budget and other financial tracking**
 - Track division's Annual Operation budget utilisation to ensure the budget is utilised in line with ASEAN Secretariat Financial Rules and Procedures (AFRP);
 - Monitor and update AICHR fund disbursement database to provide actual/updated information for the division.

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 Human Rights and APSC Analysis & Monitoring Division.**

Application documents should reach the ASEAN Secretariat by **25 June 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.
