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

INTERNAL AUDIT and EVALUATION 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: Internal Audit and Evaluation Officer.
**Duties and Responsibilities:**

Reporting to the Chief/Assistant Director of Internal Audit & Evaluation Division, the Officer shall be responsible to:

1. Assist the Head of Division in the preparation and update annual audit plan and ensure that it is fully implemented on time.
2. Assist in the development and improvement of audit operations manual and its methodology and tools continuously, including audit work programs, risk assessment, process and control documentation techniques, flowcharting, sampling, work paper documentation and report template.
3. Conduct regular audit to verify compliance with ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP), ASEAN Secretariat Staff Regulation (ASSR), established Standard Operating Procedures (SOP) and other administrative pronouncements.
4. Conduct various types of reviews and risk-based audits, such as financial, administrative/management, performance, operations, IT/IS and compliance audits in accordance with international standards for auditing (ISA).
5. Assist the Head of Division in conducting the evaluation of the effectiveness of the internal control adopted in the operation and support system including the determination on high priorities areas including project management and governance and the extent of compliance with ASEAN policies, rules and regulations.
6. Conduct compliance audit on the implementation of Risk Management System (RMS) based on ISO 31000 on Risk Management and ISO 31010 on Risk Assessment Techniques.
7. Conduct operational audit of ASEC including its programme and projects to assess whether expected results are achieved and targets are attained. It is also including an assessment whether ASEC operations are effective, efficient, ethical and financially prudent.
8. Monitor and report on the status of audit issues, recommendations, management response/actions until satisfactory completion or achievement of desired results.

**Qualifications and Experience:**

- An advanced university degree (Master’s or equivalent) in Accounting or Management; or Bachelor degree in Accounting/Management with minimum of two (2) years working experience as Internal or External Auditor. Having certification in auditing such as CIA, CFE, CPA, CRMA, CISA would be an advantage.
- Good accounting knowledge, International Auditing Standards for Internal Auditors and internal control systems. Demonstrated knowledge, principles, standards of Audit and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organizational environment and in work planning.
- Able to develop, implement, monitor and review policy and procedures.
- Able to plan and organize tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Able to develop and maintain sound working relationships with stakeholders.
- Commitment to collaborative work practices.
- Sound oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Competency in computer skills with adequate of Microsoft Office and Outlook where relevant to the position
- Sound command of English, written and spoken.
- Ability to travel.
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 Internal Audit & Evaluation Officer.

Application documents should reach the ASEAN Secretariat by 30 September 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.

****