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

SECRETARY
COMMUNITY RELATIONS 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 Community Relations Division (CRD).
Duties and Responsibilities:

Reporting to the Assistant Director of Community Relations Division, the Secretary shall be responsible to:

1. **Provide secretarial and administrative support to the Assistant Director (ADR) of the Division:**
   - Maintain a coherent filing system in accordance to ISO standard.
   - Prepare travel memo and arrange hotel reservation, ticketing and Travel Authorization.
   - Form for the ADR's official travel.
   - Prepare travel claims, entertainment claims and medical claim.
   - Arrange appointments and meeting schedule.
   - Arrange the necessary documents for meetings from the Division concerned.
   - Perform other secretarial duties as assigned by the ADR.

2. **Provide general administrative support for the Division:**
   - Provide backstop support to ASEAN Gallery and Gift Shop management as required.
   - Monitor CRD public emails and respond when possible or refer to relevant staff as needed.
   - Receive mails/other communications and process accordingly.
   - Arrange hotel reservation, ticketing and prepare Travel Authorization Form for CRD staff's travel.
   - Provide support to CRD staff in processing of leave applications, claims etc.
   - Prepare MSR, petty cash, DAF and Expense Statement.
   - Backstop Officer in charge of CRD finances.
   - Render logistical support to CRD events such as arranging venue, ordering meals, providing refreshments for the group visit, etc.
   - Maintain and update CRD mailing list database.
   - Maintain the inventory of the Secretary-General's and other officer's gifts.

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 Community Relations Division.

Application documents should reach the ASEAN Secretariat by 22 December 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.