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

BUILDING MAINTENANCE TEAM LEADER (2 POSITIONS)
ADMINISTRATION and GENERAL AFFAIRS 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. 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 in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), 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 Building Maintenance Team Leader, Administration and General Affairs Division.
**Duties and Responsibilities:**

Reporting to the Senior Officer and Officer Property Management, the Team Leader shall be responsible to:

- Primary responsibilities are to assist the Officer Property Management and other Building maintenance staff in maintaining the facilities
- Manage and supervise daily works of maintenance technicians
- Manage and supervise regular preventive maintenance works by ASEC maintenance technician and/or ASEC maintenance vendor.
- Provide technical recommendation related to maintenance works to Supervisor
- Provide daily report of maintenance activities.
- Daily operational and monitor of the building condition.
- Respond to assigned work requests quickly and efficiently as they are assigned.
- Check the preparation of office space room, telephone, power extension, and removing office equipment for staff and meeting needs.
- Can do carpentry, welding, masonry, electrical, plumbing, mechanical and audio visual.
- Must diligently support and maintain good working relationships with staff and meeting delegation.
- Performed other related jobs as assigned by supervisor.

**Qualifications and Experience:**

- Diploma 3 in Building or an appropriate related field or discipline with a minimum one (1) year relevant work experience in commercial or industrial building maintenance at Team Leader position.
- Demonstrated ability to knowledge and skills in building maintenance.
- Ability to work overtime, weekends, holidays, and on an on-call basis as needed
- Able to work alone or team.
- Knowledge on safety procedure in building maintenance work.
- Prior experience working in facility management or commercial real estate preferred.
- Able and willing to work outdoors in all weather conditions.

**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 Building Maintenance Team Leader.

Application documents should reach the ASEAN Secretariat by 23 January 2020. 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.