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

FACILITIES MANAGEMENT OFFICER
ADMINISTRATION & 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 Facilities Management Officer, Administration and General Affairs Division.
**Duties and Responsibilities:**

Reporting to the Senior Officer Property Management, the Officer shall largely be responsible to:

- Manage all ASEC’s premises, equipment, and office maintenance including smooth operations of AC system, electricity, generator set, and elevator;
- Responsible to maintain the Green Building certification of new ASEC building.
- Responsible for the Building Automation System (BAS) in the new Building;
- Ensure that health and safety obligations are appropriately complied at all time in ASEC’s premises (e.g. during the renovation, the contractor shall put a proper signage);
- Undertake minor repairs of the office furniture, facilities, and building when necessary;
- Prepare report on current conditions of ASEC new building and propose refurbishment or renovation when necessary;
- Carry out standard civil engineering design, drawings in the Auto-CAD and 3D (Sketch-up);
- Prepare scope of work and bill of quantity (BOQ) when necessary;
- Assist in updating or developing SOPs related to premises and property management;
- Update and maintain ASEC list of assets/properties;
- Conduct annual physical verification of assets/properties and prepare report of the findings including proposed actions to be taken;
- Ensure that each fixed asset is tagged with its corresponding asset number and properly assigned to user; and
- Assist supervisor on the yearly budget preparation.
- Perform other relevant duties as assigned by ADR and/or higher authority of ASEC.

**Qualifications and Experience:**

- Advanced degree in Civil Engineering or an appropriate related field or discipline; or Bachelor’s degree with a minimum of two (2) years working experience in high rise building BAS.
- Having Green Building Professional certification from GBCI.
- Demonstrated ability to plan and organise tasks/work flows.
- Proven skills in problem solving in a complex organisational environment.
- Proven ability for accuracy under stress condition and adherence to deadlines.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Good interpersonal communication skill.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willing to travel frequently on short notice; and
- English proficiency and computer literacy are pre-requisites for this position.
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 Facilities Management Officer.

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.