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

CONFERENCE SERVICES and PROTOCOL 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 Conference Services and Protocol Officer.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Conference Services, Protocol & Formalities Division, the Officer shall be responsible to:

- Coordinate with concerned Divisions/Directorate/Departments or external parties on the pre-meetings/conferences/events preparation;
- Maintain policy, procedure and process in relations to conference services and protocol matters;
- Develop new SOPs for conference services and events when necessary;
- Handle any arising issues during the meetings/conferences/events;
- In consultation with concerned parties to propose suitable venue and arrangements of the meetings/conferences/events;
- Liaise with the relevant staff to prepare and display the name/banner of meetings/conferences/events on the screen at ASEC Lobby;
- Update the meeting room booking in the ASEC timetable/calendar;
- In consultation with relevant staff/parties, design seating layout, name-tag, backdrop and invitation for events organised by ASEC;
- Provide timely service to delegations/VIPs attending meeting/conference/event at ASEC;
- Ensure the administration, logistical and meeting room arrangements are done properly in line with ASEC procedures and practices;
- Ensure distribution of documents and other related meeting paraphernalia are done properly;
- Assist participants in confirming their flight ticket, accommodation, and transportation during their participation in ASEC meetings;
- Facilitate immigration and custom clearance at JKT airport for VIP/dignitaries and book the Airport VIP lounge when necessary;
- Facilitate documents distribution to all participants attending the meeting/conference;
- Perform other related duties as assigned by supervisor and/or Director of Corporate Affairs

Qualifications and Experience:

- Advanced degree in Management, Business Administration, Event Management, International Relations and Diplomacy or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in research, policy and other relevant areas, in a coordination or technical role.
- Demonstrated knowledge, policy, research and technical skills in the relevant areas and ability to acquire them. Experience in coordinating education, youth or sports development projects and working with governments is an advantage.
- Strong English proficiency (both verbal and written).
- Demonstrated proficiency in basic office software tools (MS Office suite) and use of relevant IT solutions.
- Excellent organizational and prioritization skills: ability to coordinate and manage various stakeholders, to organise multiple and simultaneous tasks, and to deliver quality results within a specified timetable.
- Proven interpersonal skills.
- Demonstrated ability to work efficiently under pressure within a multicultural environment.
- Ability to work independently with minimal supervision.
- Sound analytical and problem solving skills, and ability to perform these skills within a complex organisational structure and dynamics.
• Ability and willingness to travel frequently and on short notice.
• Flexibility to work irregular hours and perform tasks outside of job description as needed.

**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 Conference Services and Protocol Officer.

Application documents should reach the ASEAN Secretariat by **29 February 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.