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

HUMAN RESOURCE INFORMATION SYSTEM OFFICER
HUMAN RESOURCES 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 Human Resource Information System (HRIS) Officer.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Human Resources Division, the Officer shall be responsible to:

- Maintain and implement HR information systems plan; including migration to online database system and manage existing and new interfaces between the core HR system and other applications.
- Update and organise full documentation of all human resources records, i.e. Employee Record, ASEC Organization Structure, ASEC Staff Composition, ASEC Staff Turnover Data.
- Provide HR management filing, documentation and correspondence i.e. administration of personal files, issue regret letters for unselected applicants and reference letters for ASEC Staff.
- Co-ordinate the distribution of staff rules and regulation for new hires.
- Input and retrieve human resources data into information management system and update it on a regular basis.
- Conduct verification of Staff claims for benefits i.e. to review the entitlement as per Staff employment contract and the ASSR, as well as to ensure the completeness of required documents for claiming Housing Allowance, Education Allowance, Home Leave Passage, Gratuity, Shipment.
- Process the Exit Clearance and provide assistance for Staff leaving the organization in the administrative arrangement, including liaise with Divisions concerned in the process and arrange for Exit Interview.
- Update and circulate ASEC Telephone Directory on a regular basis.
- Issue Staff ID Card in coordination with the Administration and General Affairs Division.
- Co-ordinate response to queries from other Department/ Directorate/ Division or external parties.
- Responsible to provide technical backups with respect to Human Resources activities in the ASEC.

Qualifications and Experience:

- Advanced degree in Computer Science, Information Systems, Human Resources Management or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in HR database administration.
- Technical skills and knowledge in HR system software or the demonstrated ability to quickly acquire them.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Sound command of English, written and spoken.

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 HRIS Officer.

Application documents should reach the ASEAN Secretariat by 26 March 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.

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