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

SECURITY GUARD TEAM LEADER
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. 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 Security Guard Team Leader – Admin and Technical Security.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Administration & General Affairs Division, the Team Leader shall be responsible to:

- Provide security daily report, maintain the security guard roster list, control the visitor management system and become the main contact for visitor access request.
- Control access cards issuance and maintain keys register and logbook.
- Maintain first-aid kits and report on a monthly basis.
- Maintain log of security logistic and tools and report on a monthly basis.
- Propose security tools and uniform request to security officer for funding allocation.
- Assist Security Officer to supervise the work of security related maintenance vendors and manage the information related to technical security.
- Assist/provide guidance to staff in evacuation from the building during the emergency.
- Facilitate the evacuation exercise/fire drill.
- Assist supervisor in coordination with authorities including police to ensure/strengthen the security of ASEC’s assets and premises.
- Register any fixed asset taken out from or brought in to the Secretariat’s premises.
- Assist the supervisor in overseeing the performance of the outsourcing personnel in handling.
- Perform other related duties and assigned by supervisor(s).

**Qualifications and Experience:**

- Education: at least Diploma (D3) or minimum of two (2) year work experience.
- Knowledge of basic English and good Bahasa in both spoken and written communications.
- Experience: at least one year of relevant work experience in government, international organisation, or private sector with proven record of trustworthiness, honesty and loyalty.
- Ability to make timely decision and take action when appropriate.
- Ability to express opinions/verbal communication clearly and logically.
- Proven good interpersonal skills and ability to treat people with respect.
- Demonstrates stable performance under pressure and maintain effectiveness in varying environments and with different tasks, responsibilities and people.

**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 Security Guard Team Leader.

Application documents should reach the ASEAN Secretariat by 6 April 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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