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

SECURITY AND SAFETY 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. 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 and Safety Officer – Administration & General Affairs Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head and Senior Officer Property Management of the Administration & General Affairs Division, the Officer shall be responsible to:

1. Supervise and guide the Security personnel (i.e. supervisors and guards) to act on current and on-going safety and security issues, including performance management and monitoring of staffing levels, scheduling and overtime;
2. Conduct ongoing risk assessments and keep supervisor updated on the security trend in DKI Jakarta Province. Recommend appropriate response to manage any safety & security challenge and/or perceived risk/threat;
3. Coordinate with and gather information from other provincial and locally-based private and government (i.e. police, TNI, etc) security persons and ensure security and safety related information sharing between security staff of ASEAN Secretariat;
4. Advice / alert other relevant security personnel to take necessary actions in order to make sure of the safety and security of all ASEAN Secretariat staff, visitors and ASEAN Secretariat assets in the office, and Secretary – General residence;
5. Ensure that security personnel are performing their duties in accordance with their job descriptions and according to periodic safety/security guidelines and alerts;
6. Disseminate safety information to all sector staff and train all security personnel, on Security & Safety systems procedures, e.g. emergency plans, earthquake drills, evacuation plan, seatbelt & helmet uses, uses of fire extinguisher, first aid kits and ensure that systems and procedures are followed appropriately;
7. Take initiative to orient new staff and visitors on the ASEAN Secretariat Safety and Security Procedures;
8. Prepare monthly safety and security related situation report based on the security data and recommend for the appropriate action;
9. Continuous assessment of the effectiveness of ASEC’s security system and recommend for improvement, if necessary;
10. Assess the skills and knowledge of security personnel and recommend relevant actions for improvement;
11. Manage and handle security related matters/complaints;
12. Perform any other task/assignment as required by the Head of Administration and General Affairs Division.
Qualifications and Experience:

- Advanced degree in Political/Social Science, Security Management, Business Administration, Psychology, International Relations or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience. Preferably with background and network with Indonesian police and military.
- Having relevant trainings in safety or security; risk management, HSE (Health, Safety & Environment) is an advantage.
- Very good sense of security discipline that consistent with international organization environment.
- Strong interpersonal and effective communication skills, with familiarity on relevant security communication system;
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the 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 Security and Safety Officer.

Application documents should reach the ASEAN Secretariat by 31 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](http://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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