



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

**MAINTENANCE (3 POSITIONS)  
ADMINISTRATION and 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 **Maintenance**, Administration and General Affairs Division.

### **Duties and Responsibilities:**

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

1. Daily Operational and monitor of equipment system building (Electrical, Air Conditioning, Plumbing, Elevator Lift and escalator, System telephone PABX, Billing telephone, Fire Alarm & Hydrant.
2. Planning and implementing the plan, monitor and report on the progress of the implementation on all system building and technical matters.
3. Maintain, install and minor repair of electrical appliances and changing of lamps.
4. Provide electric power and extension cable to all staff for supply computer and other devices .
5. Maintain, install and repair of installation water pipe supply to building, toilet and installation pipe for garden.
6. Operational, maintain and repair of Distribution pump for supply water to reservoir.
7. Operational, monitoring and check system Air Conditioning (Chiller, Pumps, Cooling Tower ,Ahu/ Fcu, Inverter, AC Split)
8. Operation and monitor System BAS (Building Automation System), set up schedule operation system Air conditioning, temperature, status.
9. Incharge operational and monitor System Telephone PABX machine, Voice mail , and Direct telephone line .
10. Incharge operational and monitor Billing telephone extension and print out it to all staff.
11. Provide installation line telephone, create extension number, mailbox, PIN telephone for all staff.
12. Incharge / apply line telephone and billing to PT. TELKOM.
13. Drafting proposed plan for office space as and when required.
14. Prepare office space room, telephone, power extension and removing office equipment for staff.
15. Provide drafts or input, drawing plan room, specification and budget for project renovation of building.
16. Prepared / set up and operational Sound system, Table microphone, Projector/ LCD and peripherals of meeting and Support for event meetings and visits
17. Supervise the activity of project renovation of building and all technical matters in ASEC Building
18. Calculating the estimated cost of renovation/repair for repair requisition purposes.
19. Supervise the Sub Contractor / Vendor to service and maintenance system Air Conditioning, Lift and escalator, System telephone PABX and Billing telephone System.
20. To Handle problems/ complains relating to operational technical matters.
21. Performs other duties as required by General Affairs Technical Assistant

### **Qualifications and Experience:**

- At least completion of Senior High School, preferably majoring technical and mechanical.
- At least one year of relevant experience performing general maintenance work.
- Mastery in technical skill i.e. electricity, AC system, lift and elevator, building etc.
- Simple computer skill (MS Office, in-house program, etc.)

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **IDR 5,607,630** 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](mailto: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 Maintenance.**

Application documents should reach the ASEAN Secretariat by **15 March 2021**. 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.