THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE ALREADY RESIDING AND ELIGIBLE TO WORK IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY

SECURITY GUARD
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 Security Guard, Administration and General Affairs Division.
Duties and Responsibilities:

Reporting to the Assistant Director, 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. Provides security daily report to assigned personnel of ASEC.
3. Patrols and maintains security/safety of office premises and grounds and provides reports of any irregularities.
4. Responds to emergencies affecting the safety of the premises and notifies supervisors.
5. Opens and closes the building.
6. Checks all of office electricity, air conditioners, lights, etc that has turned off after working hours.
7. Facilitates the evacuation exercise in case of training/emergency.
8. Ensures security of visitors.
9. Works closely with authorities including police to ensure/strengthen the security of ASEC’s assets and premises.
10. Adheres to ASEC rules and procedures particularly in areas related to security.
11. Patrols the residences of ASEAN Secretariats official that are on duty, on leave or away from Jakarta (if necessary).
12. Controls vehicles enter and exit the ASEC premises and manages the parking location.
13. Patrols in/after office hour at the area in which security unit is being concerned.
14. Registers and controls the incoming and outgoing of the ASEAN Secretariats assets/property.
15. Receives and controls ASEAN Secretariat visitors by:
   - Identifying and recording visitors objectives/needs.
   - Exchanging visitor’s ID card with visitor’s card if the concerned official accepts them.
   - Escorting visitor to the official (if required).
   - Checking and re-checking visitor who are leaving ASEAN secretariat building.
16. Uses all equipment related to security measure in effective and efficient way.
17. Performs any other task/assignment as required by the Head of Administration and General Affairs Division.

Qualifications and Experience:

- Education: at least Senior High School with a minimum of one (1) year experience performing security function in government, international organisation, or private sectors with proven record of trustworthiness, sound, and quick judgement.
- Preferably already has security training certification Gada Pratama at minimum.
- Basic Knowledge of spoken English and good communication in Bahasa,
- Familiar with security rules and safety practice including fire extinguisher and radio procedure.
- Competency in security operational system, with good team work, high initiative, integrity, and demonstrate working behaviour and attitude according to the ASEC regulation (discipline). Also ability to make timely decision and take action when appropriate.
- Ability to express opinions/verbal communication clearly and logically, and demonstrates telephone skill in good and in professional manner.
- Proven good interpersonal effectiveness, ability to treat people with respect.
- Demonstrates stable performance under pressure and/or opposition, maintains effectiveness in varying environments and with different tasks, responsibilities and people.

**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 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.**

Application documents should reach the ASEAN Secretariat by **4 August 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)