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

GRAPHIC DESIGN OFFICER
COMMUNITY RELATIONS 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: Graphic Design Officer – Community Relations Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Community Relations Division, the Officer shall be responsible to:

1. Provide creative artwork to the publications, marketing collaterals or promotional materials and online interfaces to the various forms of external and internal communications of the Secretariat.
2. Distil complex ideas, data, and other information into clear, compelling, and accurate graphics.
3. Propose ways in which graphics could be used to enhance ASEC's storytelling capabilities and increase the impact of communication.
4. Provide ideas/suggestions on how to improve images and visuals for ASEAN social media platforms.
5. Produce powerful visual assets - including infographics, interactive graphics and motion graphics to effectively highlight the work of ASEAN.
6. Function as official photographer/videographer of ASEAN Secretariat.
7. Organise old and new, hardcopy print photos and softcopy image files of the Secretariat dating back to 1967, to be used in communication tools of the Secretariat.
8. Produce slideshows or short videos for social media or other purposes.
9. Coordinate with vendors, art services, printers, etc. to complete relevant projects.
10. Provide backstopping support to the Webmaster when needed.

**Qualifications and Experience:**

- An advanced university degree in Fine Arts, Graphic Design, Advertising; or Bachelor degree in with no less than two (2) years of working experience in graphic design work, with proven track record of highly attractive and effective outputs;
- Photography and editing skills in use of SLR cameras;
- Video production skills and familiarity with video editing softwares;
- Familiar with Macintosh computer graphics and design software, as well as with various page layout, illustration and photograph editing softwares;
- Basic skills in major social media platforms;
- Self-discipline to start and work on projects independently to meet pressing deadlines and production schedules;
- Available for occasional travel;
- Demonstrated ability to develop and maintain sound working relationships with stakeholders;
- Demonstrated ability to multi-task, work long and irregular hours when required;
- Proficient in Microsoft office tools (e.g., Word, Excel, Powerpoint, Access).
Remuneration and Benefits:
Successful candidate will be offered a basic salary of IDR 16,835,950 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 Graphic Design Officer.

Application documents should reach the ASEAN Secretariat by 17 January 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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