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

OFFICER
INTERNAL AUDIT and EVALUATION 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: Officer – Internal Audit and Evaluation Division.
**Duties and Responsibilities:**

Reporting to the Chief/Assistant Director of Internal Audit and Evaluation Division, the Officer shall be responsible to:

1. **Assist the Head of Division and Supervisor in conducting the following audits based on the approved audit plans by the AAC and ensure that they are fully implemented on time:**
   - Compliance audits to verify the compliance with AFARP, ASEAN Secretariat Staff Regulation (ASSR), established Standard Operating Procedures (SOPs) and other administrative pronouncements.
   - Operational audits of ASEC including its programme and projects to assess whether expected results are achieved and targets are attained. It is also including an assessment whether ASEC operations are effective, efficient, ethical and financially prudent.
   - Compliance audit on the implementation of Risk Management System (RMS) based on ISO 31000 on Risk Management and ISO 31010 on Risk Assessment Techniques once the RMS is well-developed and running.
   - Conduct various types of reviews and risk-based audits, such as financial, administrative/management, performance, operations, IT/IS and compliance audits in accordance with international standards for auditing (ISA).

2. **Assist the Head of Division and Supervisor in performing follow up audits and the preparation of follow up audit results, including monitoring and reporting on the status of audit issues, recommendations, management responses/actions until satisfactory completion or achievement of desired results.**

3. **Prepare and develop audit working paper for every audit assignment, including to formulate the audit findings and to gather supporting documents for reporting purposes.**

4. **Assist the Head of Division and Supervisor in conducting the evaluation of the effectiveness of the internal controls adopted in the operation and support systems including the determination on high priorities areas including project management and governance and the extent of compliance with ASEAN policies, rules and regulations.**

5. **Assist Head of Division and Supervisor in servicing the AAC meeting annually, including the administrative and technical preparations.**

6. **Take part in the development and improvement of audit operations manual and its methodology and tools continuously, including audit work programs, risk assessment, process and control documentation techniques, flowcharting, sampling, work paper documentation and report template.**

7. **Perform such other audit/administrative related duties as may be assigned by Head of Division and Supervisor, either in verbal or written instructions, with the priority given to the duties tasked by the Head of Division.**
Qualifications and Experience:

- An advanced university degree in Accounting or Management, or Bachelor degree in Accounting/Management with minimum of two (2) years working experience as Internal or External Auditor. Having certification in auditing such as CIA, CFE, CPA, CRMA, CISA and member of IIA and ACFE would be an advantage.
- Good accounting and auditing knowledge, including understanding of the International Auditing Standards (ISA) for Internal Auditors and internal control systems. Demonstrated knowledge, principles, standards of Audit and technical skills in the relevant area and ability to acquire them.
- Good command of English, written and spoken, including the ability to communicate ideas and suggestions in English clearly both in writing and speaking.
- Competency in computer skills such as Microsoft Office, Outlook and others relevant to the position.
- Proven skills in managing multiple tasks and having proactive initiatives to complete the assigned tasks accurately with limited supervision and provide satisfactory result within the set deadlines.
- Able to take part and provide ideas related to the assigned audits during internal meetings, including providing proposed recommendations/solutions on audit findings.
- Able to work as part of the internal audit team and to establish objective working relationships with stakeholders in a multi-cultural environment.
- Able to work under pressure to meet the tight deadline.
- Strong interpersonal skills, including experience in cross-cultural environment and international settings.

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 Internal Audit & Evaluation Officer.

Application documents should reach the ASEAN Secretariat by 4 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

- 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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