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

PROCUREMENT ASSISTANT
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 Procurement Assistant (Functional Staff level), Administration & General Affairs Division.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Administration & General Affairs Division, the staff shall be responsible to:

1. Performs administrative duties on regular basis for the followings:
   - Facilitate the pre and post arrangement for Tender, Formal, Informal and Low Procurement, including reserving meeting rooms, registering the approved Purchase Requisition Form (PRF), collecting/updating received quotations/proposals, preparing attendance list, preparing verification submission list, arranging presentation tools/materials, copying meeting materials, obtaining Declaration Letter, collecting signatures from QPM/SCT members and etc;
   - Conduct the data entry including registering new vendors, maintaining and updating the ASEAN Secretariat’s Vendor’s List (AVL) and other procurement supporting documents/reports from time to time;
   - Conduct Market Price Survey on the ASEC regular purchase for goods and services;
   - Conduct company search to invite and register new vendors in the ASEC’s vendor list.
   - Maintain and file the procurement documents properly and accordingly.

2. Perform other relevant duties as assigned by the Procurement Officers, (Associates/Officers), Senior Officer, Assistant Director and/or higher authorities of the ASEAN Secretariat

Qualifications and Experience:

- At least Diploma holder in Business Administration, Management, or a related discipline.
- At least one (1) year of experience in procurement or office management.
- Ability to communicate effectively with colleagues at all levels of the organisation and external clients of the organisation.
- Ability to operate as an effective team member and to support colleagues as required.
- Competent level of oral and written communication skills.
- Good command of English, written, and spoken.
- Competency in computer skills with adequate knowledge in Microsoft Office where relevant to the position.
- Flexibility to work irregular hours and perform tasks outside of job description as needed.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of IDR 6,719,300 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 Procurement Assistant.**

Application documents should reach the ASEAN Secretariat by **23 February 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.

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