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

RECEPTIONIST
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 Receptionist, Administration and General Affairs Division.
**Duties and Responsibilities:**

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

1. Receive guests, calls, answering inquiries, and provide relevant information.
2. Maintain the record of incoming letters and packages, and following up with the receiving divisions.
3. Provide direction for guests to appropriate location or person.
4. Manage contact/connection between caller and person called include routing long distance call.
5. Manage telephonic information inquiries and record messages.
7. Perform other relevant duties as assigned by the Assistant Director, Senior Officer, Supervisor and/or higher authorities of the ASEAN Secretariat.

**Qualifications and Experience:**

- Possesses an appropriate technical and/or other training relevant to the position, is preferred, with a minimum of 1 year work experience in Administrative Support role.
- Demonstrates ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Ability to communicate effectively with colleagues at all levels of the organisation.
- Demonstrates commitment to collaborative work practices.
- Competent level of oral and written communication skills, including experience in cross-cultural environment and international settings.
- Competency in computer skills with adequate knowledge of Microsoft Office including Microsoft Outlook.
- Proven ability to maintain confidentiality of matters related to work place.
- Sound command of English, written and spoken

**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 Receptionist.

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.