



**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**

**FORMALITIES ASSISTANT
CONFERENCE SERVICES, PROTOCOL & FORMALITIES 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 already residing and eligible to work in Indonesia to apply for the position of: **Formalities Assistant.**

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Conference Services, Protocol and Formalities Division, the staff shall be responsible to:

1. Assisting Formalities Officer in day-to-day administrative services relating to Formalities and Visas, ID Cards, Shipment CD Plate, Letter of Assignment, Recommendation Letter, Immigration Matters and Issuance of Diplomatic/Note Verbal.
2. Filing and recording of related documents.
3. Monitoring of day-to-day activities.
4. Delivery of Documents.
5. Updating the existing data base.
6. Any assignment as requested.

Qualifications and Experience:

- Minimum of Diploma with a one (1) year experience.
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Good written and verbal communication skills in English
- Numerate and good attention to detail.
- Able to demonstrate initiative and flexibility
- Ability to communicate effectively with colleagues at all levels of the organization.
- Proven ability to maintain confidentiality of matters related to work-place.

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 Formalities Assistant.**

Application documents should reach the ASEAN Secretariat by **29 June 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: <https://asean.org/careers/>